Cnergy
Online Learning Center

User's Guide

DRAFT COPY

October 17, 2000

(*Note*: Updates to this manual will be available
periodically. Watch for new version releases
designated by the date as seen above.)

Sponsored by
The Office of Training and Human Resource Development

Table of Contents

(Indentation level denotes the functions hierarchical placement.)

Login Screen

1.   Login - To gain access to the Online Learning Center

(Figure 1.1)

a.   To Login, go to: www.energyolc.com in any Web-browser.

b.   Input your Login ID and Password in the appropriate text boxes (See figure 1.1).

Note: Your Login ID is your official name separated by a dot (i.e. firstname.lastname). Your Password is initially the last 4 digits of your social security number.

c.   Click on the **Submit** button.

d.   You are granted access to the Online Learning Center.

Note: If you are returned to the Login screen and the Login ID and Password boxes are blank, the Online Learning Center did not recognize one of these pieces of information (most likely caused by a typo). Simply re-enter your Login ID and Password, then click on the **Submit** button.
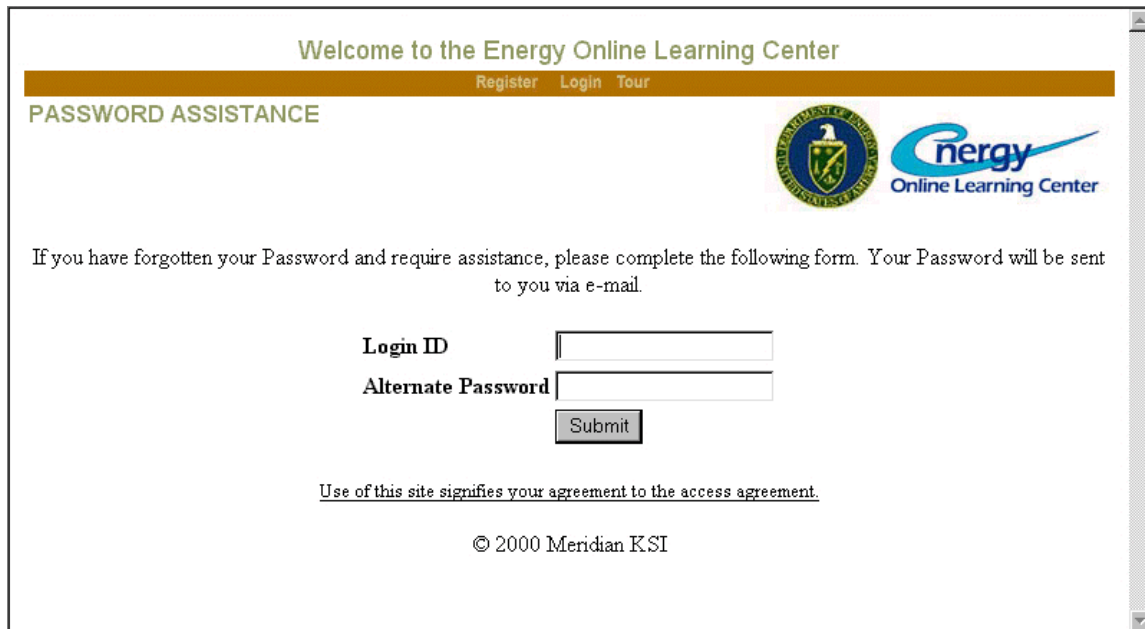
2. Take Tour - To review overview information about the Online Learning Center and its various functions and features.
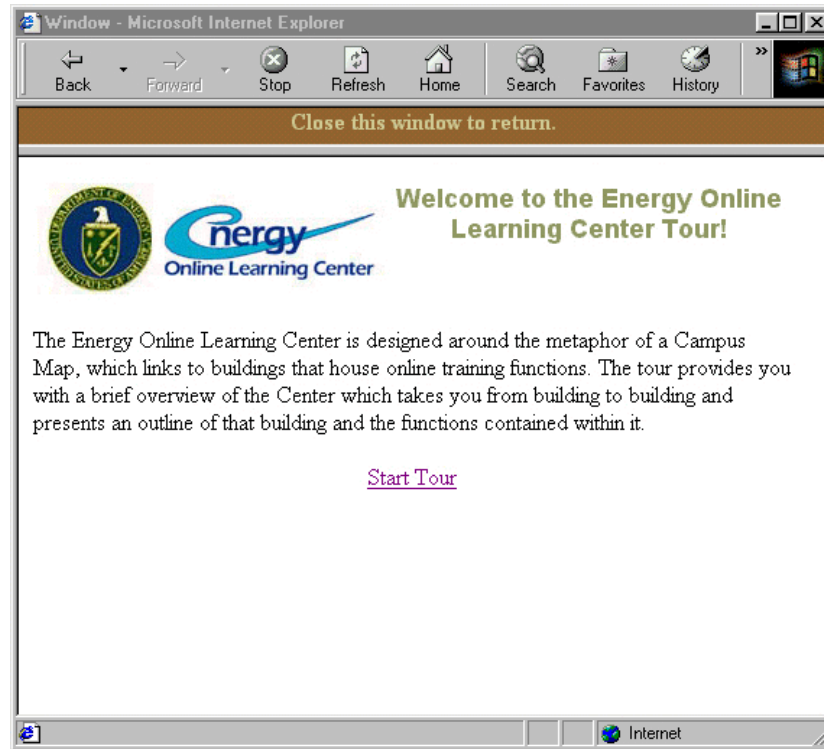
(Figure 1.2)

a. Click on **Tour**, found on the left toolbar, or on the **Tour** link in the central display area (See figure 1.1).

b. A new window is opened to display the tour. In the new window, click on the **Start Tour** link (See figure 1.2).

c. Use the scrollbar on the right of the new window to read down through the information presented. When finished, click on the **Next** link.

d. Continue this process through all of the screens. (You may also click on the **Previous** link, at the bottom of the body of text, to return to the previous page of information.)

e. On the final screen, click on the **Close Window** button, or click on the **X** in the upper right corner of the window.

3. Find Forgotten Password - To recover forgotten password.

(Figure 1.3)

a. Click on **Password Help** found on the left toolbar (See figure 1.1).

b. Input your Login ID and Alternate Password in the textboxes provided (See figure 1.3).

c. Click on the **Submit** button.

d. Your original Password will be sent in a message to your work e-mail address.

Note: If you have forgotten your User ID, Password and Alternate Password, you will need to contact the Online Learning Center user help line at (202) 426-1359 (7:00am to 5:00pm M-F, EST).

Main Screen

Top Toolbar

4. Info - The Info link provides general information about the site.
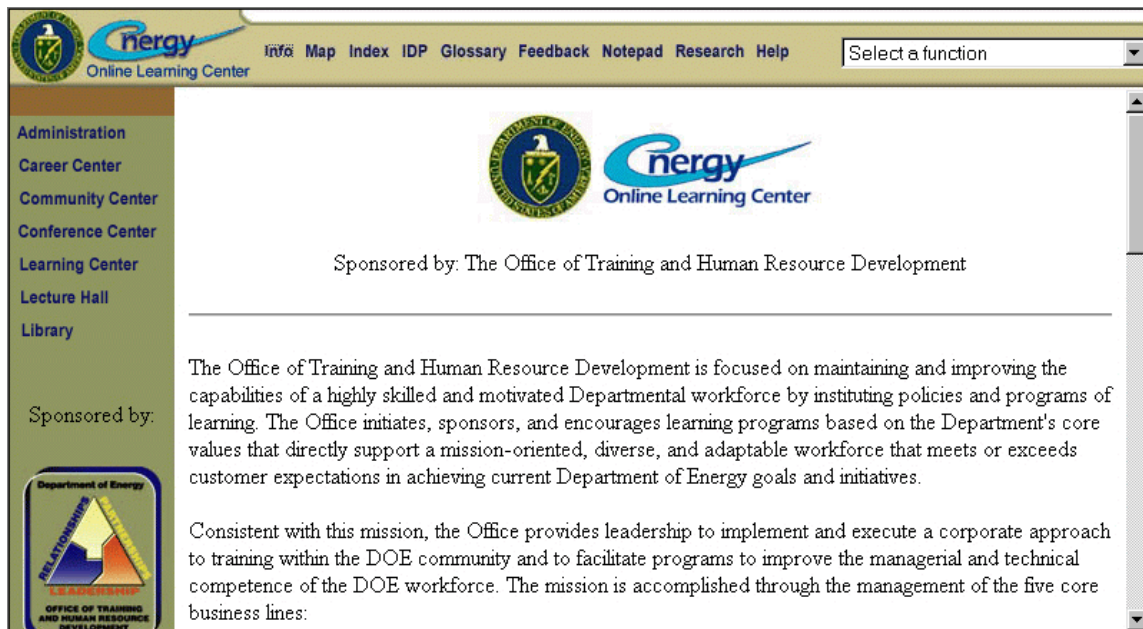
(Figure 2.1)

a. Click on **Info**, found on the top toolbar (See figure 2.1).

b. To go to the Department of Energy Homepage

    i. Click on **Department of Energy** link at the bottom of screen. (Scroll down as required.)

c. To send a comment or suggestion to the Energy Online Learning Center Project Office.

    i. Click on **comments or suggestions** link at the bottom of screen. (Scroll down as required.)

5.   Map - The Map link will bring you back to the community map from anywhere in the site.

(Figure 2.2)

a.   Click on **Map**, found on the top toolbar (See figure 2.2).

b.   To go to any building on the campus, simply click on the **building** of your choice, or click on the appropriate **link** stating the building name found directly under the map.
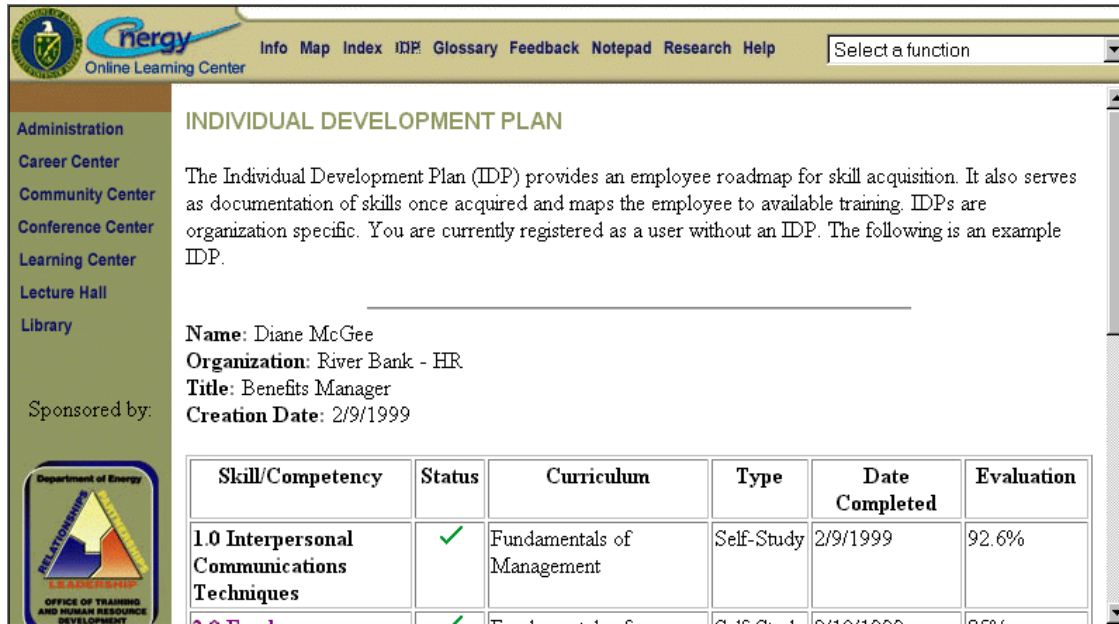
6.   Index - The Index link is a text-based map of the entire site.
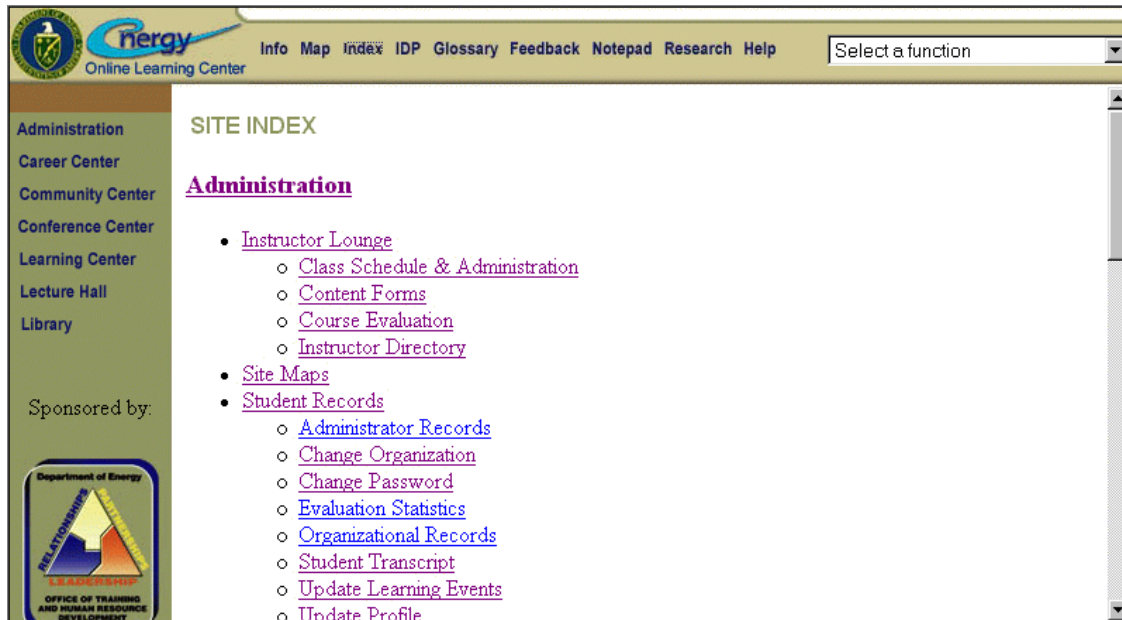
(Figure 2.3)

a.   Click on **Index**, found on the top toolbar (See figure 2.3).

b.   To navigate to any of the areas within the campus, click on the appropriate **link**. (You may access any of the campus buildings or any of the areas/features within the individual buildings by using these hyperlinks.)

7. IDP - The IDP is an Individual Development Plan which provides an employee a roadmap for skill acquisition.

(Figure 2.4)

a. Click on **IDP**, found on the top toolbar (See figure 2.4).

b. To review the details of a Skill/Competency group, click on the appropriate **link** in the Skill/Competency column.

c. After your review is complete, click on the **Return** button at the bottom of the screen.

8. Glossary - The Glossary link allows you to search for terms you may encounter in online courses, and provides brief definitions of them.

(Figure 2.5)

a. Click on **Glossary**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.5).

b. To find a word follow one of the following two options:

 i. Browse for the word(s):

 (1) Click on the **first letter** of the word from the alphabet at the top of the window.

 (2) In the lower-left frame of the window, scroll through the list to find your word.

 (3) When found, click on the **word** itself.

 (4) The definition appears in the lower-right frame.

 ii. Perform a search:

 (1) Click on the **Search** link in the top frame of the new window.

 (2) In the box provided, type your word, and select the appropriate **radio button** next to "containing" or "beginning with".

(3)   Click on the **Search** button when ready.

(4)   A list of all the terms containing the word you searched on is presented in the left frame. You may select the **link** of one of the terms displayed, or input another word in the Search box.

Note: If a "See also" tag is at the bottom of a definition, you may click on the link of any associated words to go to its definition.

c.   To close the window, click on the **X** in the upper right hand corner of it.

9.   Feedback - The Feedback link is an email link to the DOE site administrator.
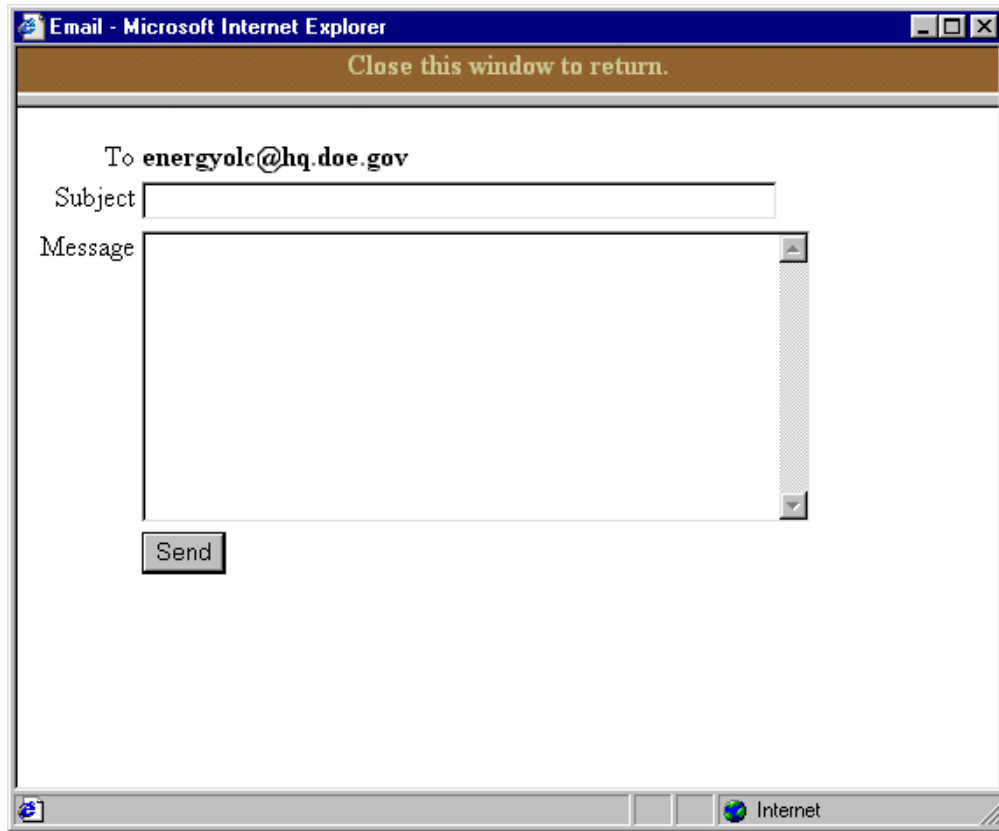
(Figure 2.6)

a.   Click on **Feedback**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.6).

b.   Click in the Subject text field and input a subject line as with any e-mail.

c.   Click in the provided Message box and type your comment.

d.   When finished, click on the **Send** button. Your comment is sent to a Online Learning Center representative.

e.   To close the window, click on the **X** in the upper right hand corner of it.

10. Notepad - The Notepad link allows you to take notes while you are on the DOE site. These notes are saved in the site database and can be referenced at a later time.
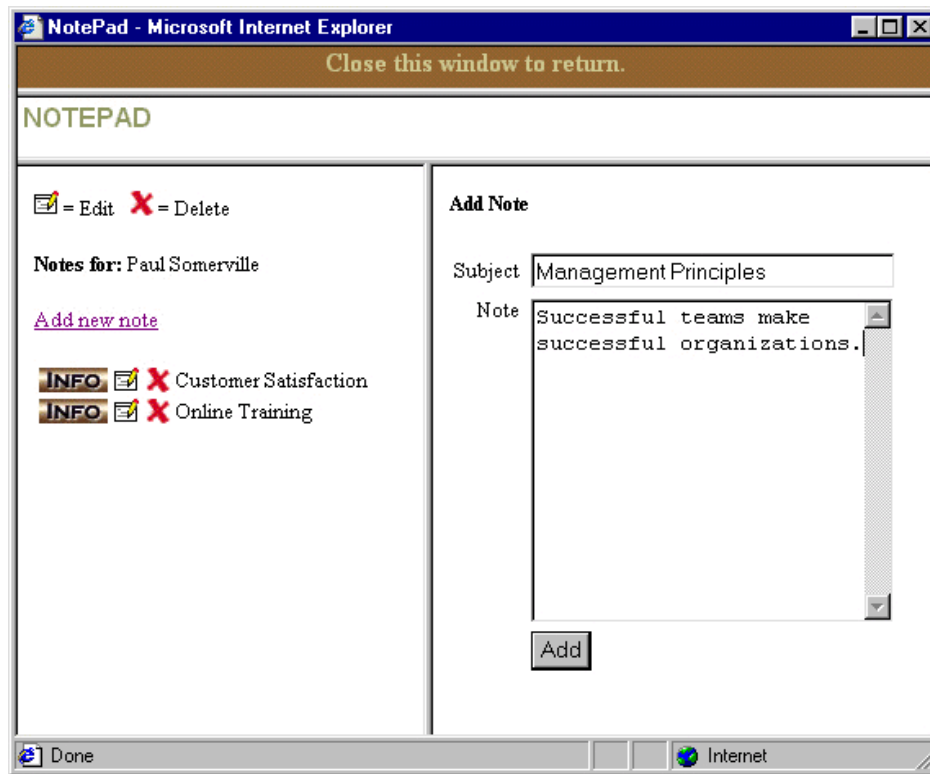
(Figure 2.7)

a.   Click on **Notepad**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.7).

b.   To *Review* a previously written note:

  i.   Find and click on the **Info** button next to the correct subject line (listed in alphabetical order).

  ii.   The notes information is presented in the right frame.

c.   To *Add* a new note:

  i.   Click on the **Add new note** link in the left frame.

  ii.   Input the note information in the text fields provided in the right frame.

  iii.   When complete, click on the **Add** button.

d.   To *Edit* a previously written note:

  i.   Find the correct subject line in the left frame (listed in alphabetical order).

  ii.   Click on the **Edit** icon next to the subject line of the note in the left frame.

  iii.   Make changes to the note in the right frame.

   iv. When finished, click on the **Update** button.

 e. To *Delete* a previously created note:

   i. Find and click on the **Info** button next to the correct subject line (listed in alphabetical order).

   ii. Verify that this is the correct note to delete.

   iii. If it is correct, click on the **Delete** icon in the left frame adjacent to the appropriate subject line.

   iv. When prompted to verify the deletion, click on the **OK** button.

 f. To close the window, click on the **X** in the upper right hand corner of it.

11. Research - The Research link allows you to search the site for content and use courseware as a performance support tool.

(Figure 2.8)

a. Click on **Research**, found on the top toolbar (See figure 2.8).

b. Select the appropriate topic from the Topic dropdown menu.

c. In the Keyword box, input the word to search on.

d. Select the correct **radio button** next to "Courseware" or "References".

e. When complete, click on the **Display** button.

f. The results are presented in the lower left frame of the window.

g. To view any of resultant links, click on the desired **title**. A new window will open allowing you to interact with the resource.

12. Help - The Help link allows you to search the site by community building, site function, or keyword.
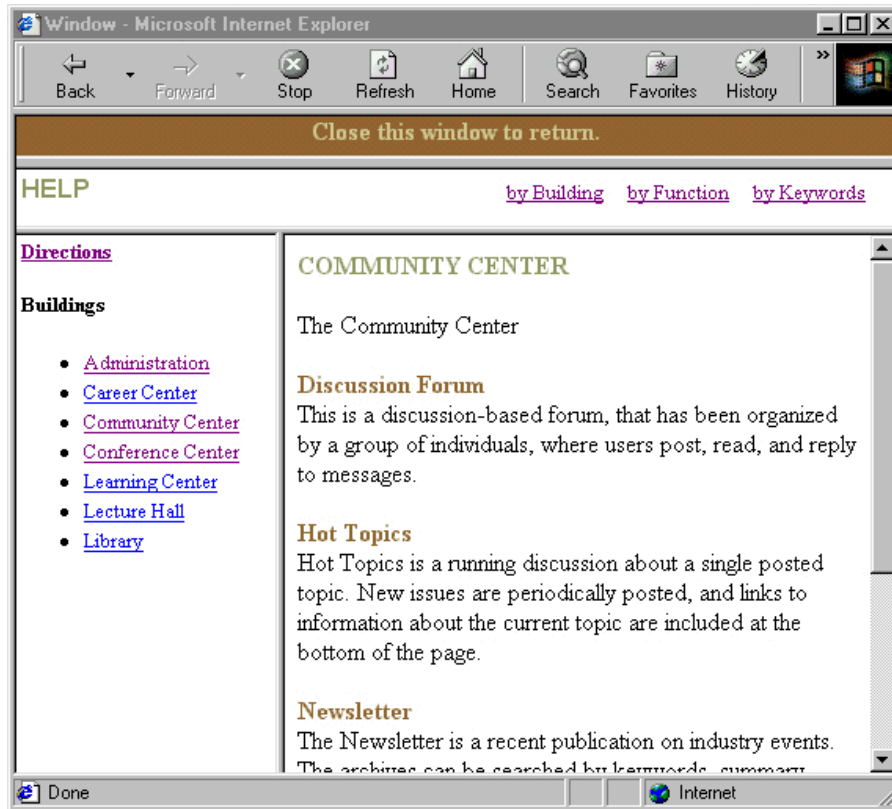
(Figure 2.9)

a.   Click on **Help**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.9).

b.   For a *Building* or *Function* search:

    i.   Click on the appropriate link in the top frame for which you would like definition information on (**by Building** or **by Function**).

    ii.   A list of available buildings and functions are presented in the lower left frame.

    iii.   Select the **link** of the desired subject.

    iv.   The information on this subject is presented in the lower right frame.

c.   For a *Keyword* search:

    i.   Click on the **by Keyword** link in the top frame.

    ii.   Type the word in the Search box provided and then click on the **Display** button.

    iii.   The results are displayed in the right frame.

d.   To close the window, click on the **X** in the upper right hand corner of it.

13. Function Drilldown Menu - The Function drilldown menu (on the far right of the top toolbar) allows quick access to any of the functions within the site. Using the drilldown menu allows you to go directly to a particular function area by selecting it from the menu, bypassing the buildings.
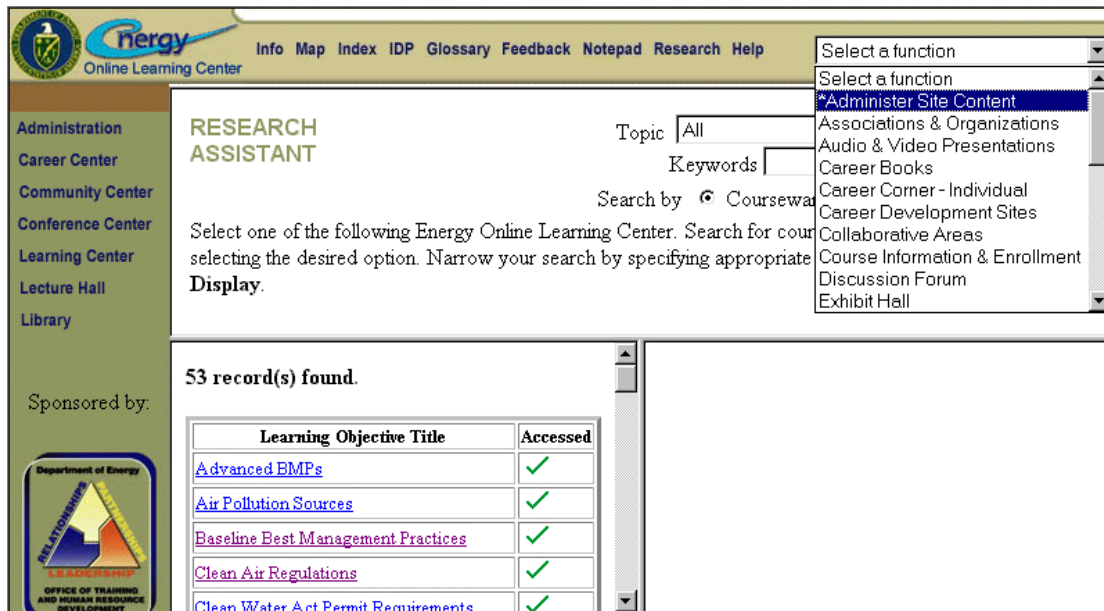
(Figure 2.10)

a. Click in the dropdown menu box, then utilizing the scrollbar to the right of the resultant list, simply click on you desired **area** or **feature** of the Online Learning Center (See figure 2.10).

14. Administer Site Content - This option is only available to users with special access. It makes forms available for the user to add, edit, deactivate, and reactivate certain site content.

(Figure 2.11)

a. Find and select **Administer Site Content** from the Function Drilldown Menu (See figure 2.10). The content available for change is listed in the left frame of the central display area (See figure 2.11).

   i. To *Add* content

      (1) Select one of the available forms by simply clicking on the **link** for the appropriate item.

      (2) Fill in the requested information in each of the textboxes provided. (As required, use the scrollbar at the right of the window to view all of the available boxes.)

      (3) When finished, click on the **Submit Content** button at the bottom. (If you wish to start over, click the **Clear Form** button.)

      (4) The content you just input is presented for your review. If it is correct, click on **Add Content to KC**, otherwise, click the **Edit Content** button.

   ii. To *Edit* content

      (1) Click on the **View Active Content** button, found directly under the content links listed in the left frame of the central display area.

      (2) Find the content area the information you wish to edit resides in, and select the hyperlink **number** to the right of the title.

      (3) In the right frame of the central display area find the **link** for the appropriate information and click on it.

(4)   Make desired changes to the content in the appropriate text fields.

(5)   Click on the **Submit Content** button.

(6)   The content you just input is presented for your review. If it is correct, click on **Add Content to KC**, otherwise, click on **Edit Content**.

iii.   To *Deactivate* content

(1)   Click on the **View Active Content** button, found directly under the content links listed in the left frame of the central display area.

(2)   Find the content area in which the information you wish to edit resides, and select the hyperlink **number** to the right of the word.

(3)   In the right frame of the central display area find the **checkbox** next to the appropriate information link and click in it to place a checkmark there.

(4)   Click on the **Hide Content** button. The link you selected disappears and is now in the inactive content list.

iv.   To *Reactivate* content

(1)   Click on the **View Inactive Content** button, found below the content links listed in the left frame of the central display area.

(2)   Find the content area in which the information you wish to edit resides, and select the hyperlink **number** to the right of the word.

(3)   In the right frame of the central display area find the **checkbox** next to the appropriate information link and click in it to place a checkmark there.

(4)   Click on the **Activate Content** button. The link you selected disappears and is now in the active content list.

Note: During the activation or deactivation of content, you may check multiple check boxes prior to selecting the Hide or Activate Content buttons.

Left Toolbar

15. Administration - The Administration Building is the location for training related functions that are administrative in nature. It provides access to student records, transcripts, instructor rosters, training facility maps, directions, etc (See figure 3.1).

(Figure 3.1)

16. Instructor Lounge - The Instructor Lounge requires special access and is where instructors manage their self-paced course content and online course schedules and rosters.
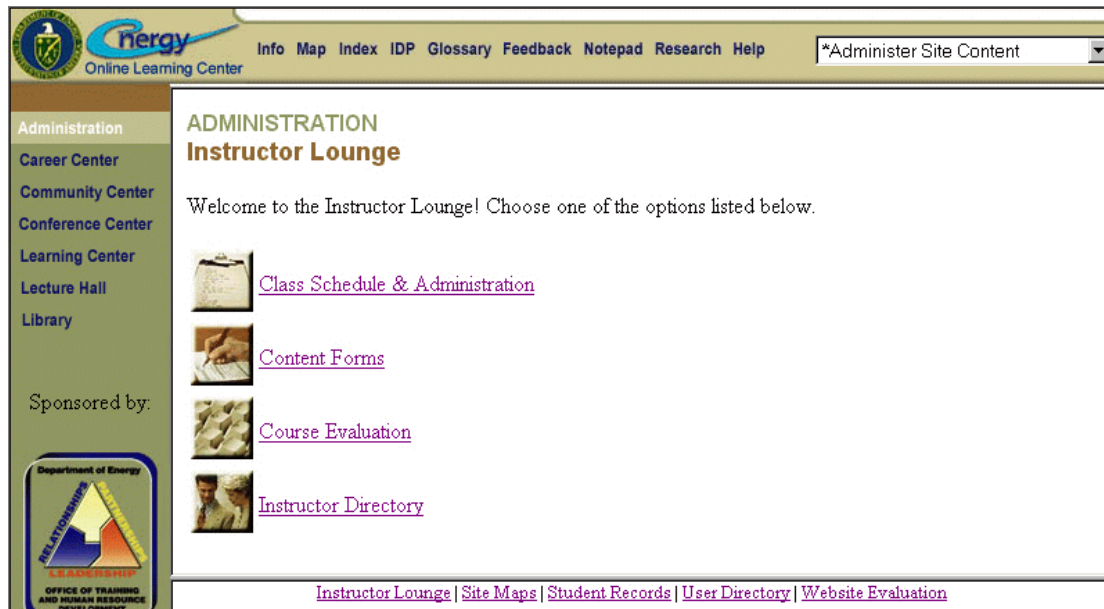
(Figure 3.2)

a.   Click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

17. Class Schedule & Administration - Class Schedule and Administration is the class roster for class sessions, which includes functions to give user credit or send e-mail to an individual or the entire class.
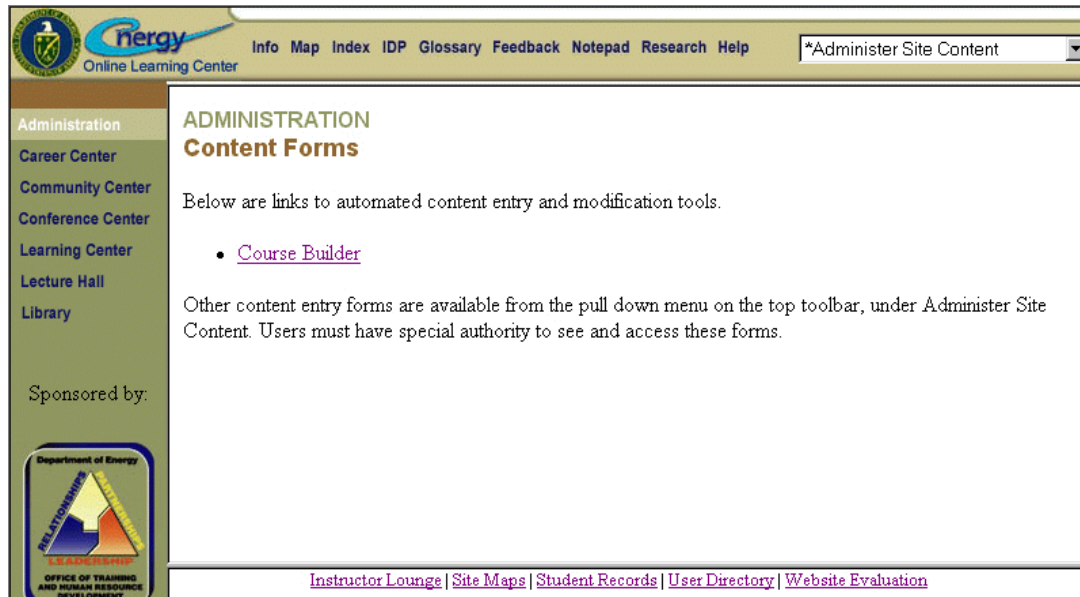

(Figure 3.3)

a. In the Administration building, click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Class Schedule & Administration** link (See figure 3.2).

   i.   To manage the *Notes/Assignments*:

      (1) Click on the **Notes/Assignments** link in the table in the same row for the desired class (See figure 3.3).

      (2) Modify the Notes and/or Assignments as desired, then click on the **Submit** button.

         Note: To delete changes prior to submission, click on the **Reset** button.

   ii. To *E-mail* a message to all students on course roster:

      (1) Click on the **Mail** link in the table in the same row for the desired class (See figure 3.3).

      (2) Enter your subject and Message in the appropriate text fields, then click on the **Send** button.

   iii. To manage the *Class Roster*:

      (1) Click on the **Roster** link in the table in the same row for the desired class (See figure 3.3).

      (2) Modify roster information as desired.

18. Content Forms - Content Forms are web based forms for creating and managing online courses, including tests and references.

(Figure 3.4)

a.   In the Administration building, click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b.   Click on the **Content Forms** link (See figure 3.2).

c.   Click on the **Course Builder** link (See figure 3.4).

19. To Build a New Course
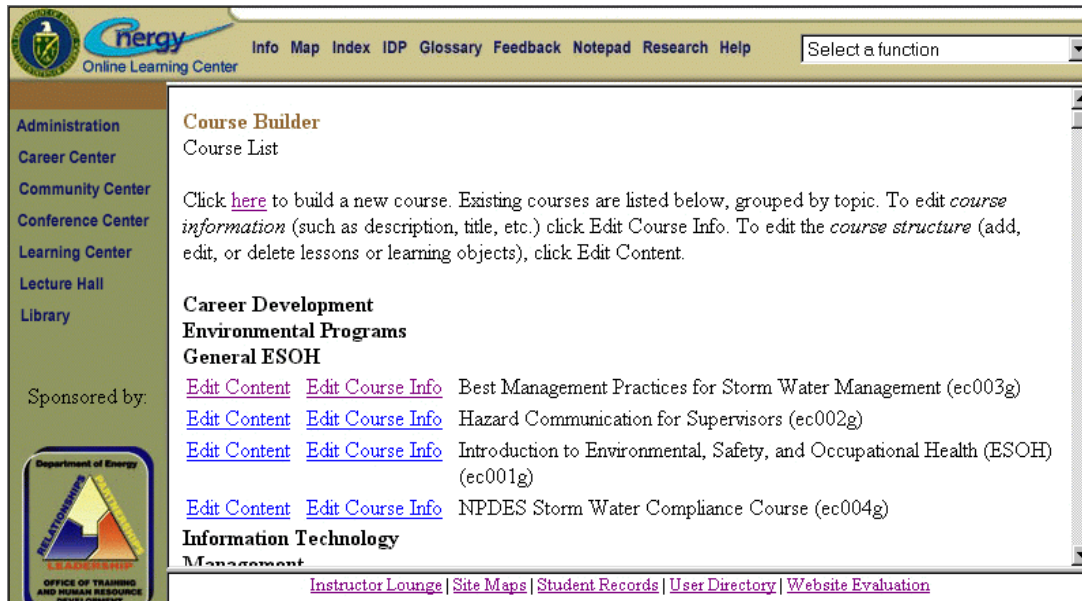
(Figure 3.5)

a. In the Administration building, click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Content Forms** link (See figure 3.2).

c. Click on the **Course Builder** link (See figure 3.4).

d. Click on the **here** link found in the first line of instructions of the Course Builder screen (See figure 3.5).

e. Complete the form that is presented.

f. Click on the **Submit** button.

g. To clear all changes from the form fields, click on the **Reset** button.

20. To Create a Lesson

(Figure 3.6)

a.   In the Administration building, click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b.   Click on the **Content Forms** link (See figure 3.2).

c.   Click on the **Course Builder** link (See figure 3.4).

d.   Click on the **Edit Content** link adjacent to the appropriate lesson title (See figure 3.5).

e.   Click on the **Create Lesson** link on the new screen.

f.   Input the desired Lesson Name and Keywords in the appropriate text boxes (See figure 3.6).

g.   Click on the **Submit** button.

h.   To clear changes from the fields, click on the **Reset** button.

21. To Add an Existing Lesson

(Figure 3.7)

a. In the Administration building, click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Content Forms** link (See figure 3.2).

c. Click on the **Course Builder** link (See figure 3.4).

d. Click on the **Edit Content** link adjacent to the appropriate lesson title (See figure 3.5).

e. Click on the **Add Existing Lesson** link on the new screen.

f. Type the words you would like to search for in the Keywords text box (See figure 3.7).

g. Click on the **Search** button.

h. The results are displayed under the keyword search field.

i. Select the desired lesson by clicking on the **radio button** adjacent to the title.

j. Click on the **Select Lesson** button.

Note: For more information on any lesson, click on the **Info** button adjacent to the desired title.

22. Course Evaluation - Course Evaluations are the results of surveys filled out by users at the end of every self-paced course.
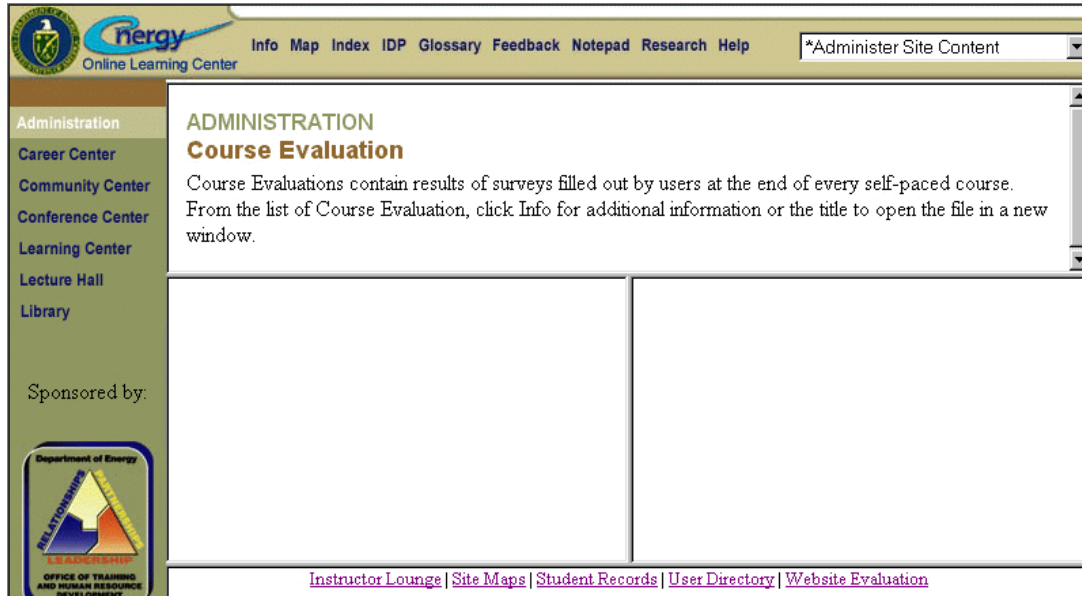
(Figure 3.8)

a. In the Administration building, click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Course Evaluation** link (See figure 3.2).

   i. Find the desired course for which you would like to review the evaluation for (See figure 3.8).

   ii. Click on the **Info** link adjacent to the title for information.

   iii. The results are displayed in the right frame.

   iv. For additional information, click on the title **link**.

   v. A new window is opened to display this information.

   vi. Click on the **X** in the upper right corner to close this window.

23. Instructor Directory - The Instructor Directory provides biographical and contact information about fellow instructors.

(Figure 3.9)

a. In the Administration building, click on the **Instructor Lounge** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Instructor Directory** link (See figure 3.2).

   i. Type in the instructor's name for which you would like information in the upper right corner text box (See figure 3.9).

   ii. Click on the **Display** button.

   iii. The results are displayed in the lower left frame.

   iv. To view a specific instructor's information, click on the **Info** button adjacent to their name.

24. Site Maps - Site Maps provides information on training centers, including addresses, directions, maps, equipment, and contact information.
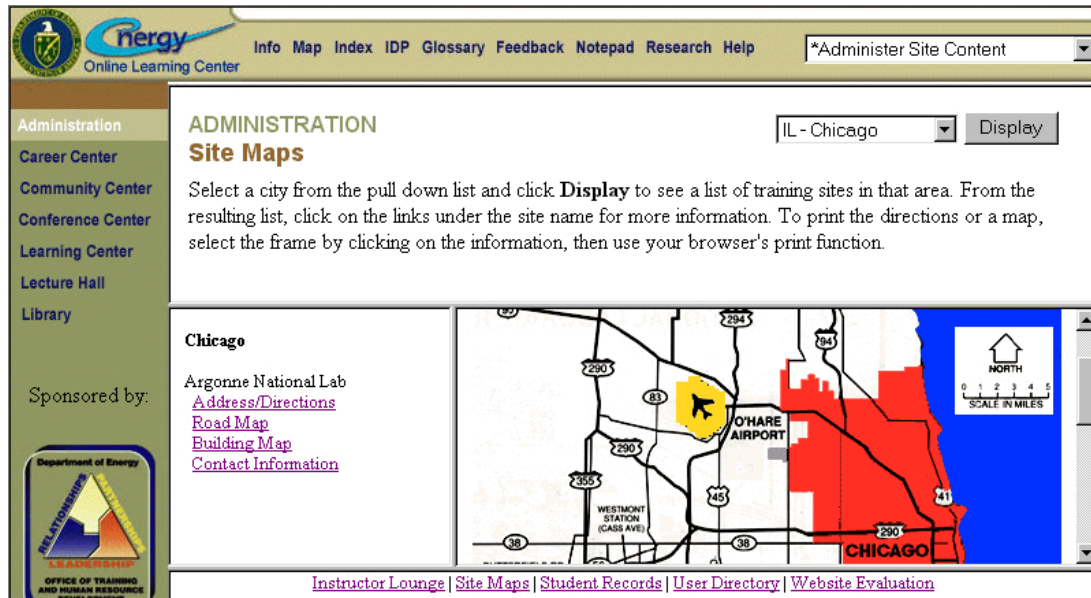
(Figure 3.10)

a.   In the Administration building, click on the **Site Maps** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b.   From the dropdown menu in the upper right corner of the screen, select a **location** for which you would like information (See figure 3.10).

c.   Click on the **Display** button.

d.   Current information about that location is displayed in the lower left frame.

e.   To view particular details (i.e. Address/Directions, Road Map, etc.), click on the **link** for the desired information.

f.   The new information is displayed in the right frame.

25. Student Records - Student Records is a user's access to their individual profile and transcript information. From here, a user can add items to their transcript, update their profile, view their transcript, change their password, and change their organization. Managers and administrators with authorization can access course and user information from here.

(Figure 3.11)

   a.   In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

26. Administrator Records - Administrators with required access can query individual progress and course statistics. Queries include the progress of individual employees, the list and progress of employees enrolled in a particular course, and average test scores for all students that have completed the course.

(Figure 3.12)

a. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Administrator Records** link (See figure 3.11).

c. Select the employee or the course for which you need information (See figure 3.12).

d. Click on the **Display** button adjacent to the employee's name or course title.

e. Results are displayed in the lower frame.

27. Change Organization - Change Organization allows you to change your organization affiliation.

(Figure 3.13)

a. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Change Organization** link (See figure 3.11).

c. Select your new organization from the first dropdown menu. Click on the **Expand** button if you need to find an office within a larger entity (i.e. a specific Head Quarters office within the Department of Energy). (See figure 3.13)

   i. If your new organization is not listed, type in the new organization name in the Other Organization text field.

d. Click on the **Select** button adjacent to the field your new data resides in.

e. To return to the previous menu without making any changes, click on the **Cancel** button.

28. Change Password - Change Password allows you to change your user password.

(Figure 3.14)

a. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Change Password** link (See figure 3.11).

c. Enter your current password in the Old Password text field (See figure 3.14).

d. Enter the password you now desire in the New Password text field.

e. Re-enter your new password in the Confirm New Password text field.

f. Click on **Submit** to send this information.

g. Click on **Cancel** to return to the previous screen without making changes.

29. Evaluation Statistics - Evaluation Statistics is a function used to review both course and site statistics.

(Figure 3.15)

a.   To *Review Evaluations by Course*:

    i.   In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

    ii.   Click on the **Evaluation Statistics** link (See figure 3.11).

    iii.   Select a Course from the By Course dropdown menu (See figure 3.15).

    iv.   Click on the **Display** button.

    v.   The results are displayed in the lower frame.

b.   To Review Evaluations by Site:

    i.   In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

    ii.   Click on the **Site Evaluation Statistics** link (See figure 3.15).

30. Organizational Records - Organization managers with required access can query employee progress and course statistics.

(Figure 3.16)

a. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Organizational Records** link (See figure 3.11).

c. Select an organization from the dropdown menu (See figure 3.16). Click on **Select** for a large organization, or **Expand** to select a sub-organization, then click on **Select**.

d. On the new set of frames, Select the Employee or Course for which you want information. Click on the **Display** button next to the dropdown menu which holds your search criteria.

e. Your results are displayed in the lower frame (See figure 3.17).

(Figure 3.17)

31. Student Transcript - The Student Transcript is a list of all the courses a user has started through the site, with completion data for finished courses.

(Figure 3.18)

a. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Student Transcript** link (See figure 3.11).

c. To print your transcript (See figure 3.18):

    i. Click in the lower **frame** containing your information.

    ii. Click on **File** from your Web-browser's top most menu options.

    iii. Click on **Print**.

    iv. Verify the print settings, then click the **OK** button in the print window.

    v. After retrieving your transcript paper copy. Click on your browser's **Back** button to return to the previous screen.

32. Update Learning Events - Update Learning Events allows you to add outside learning
events to your Transcript. These can include seminars, talks, classes, etc. that were not
taken through the site.
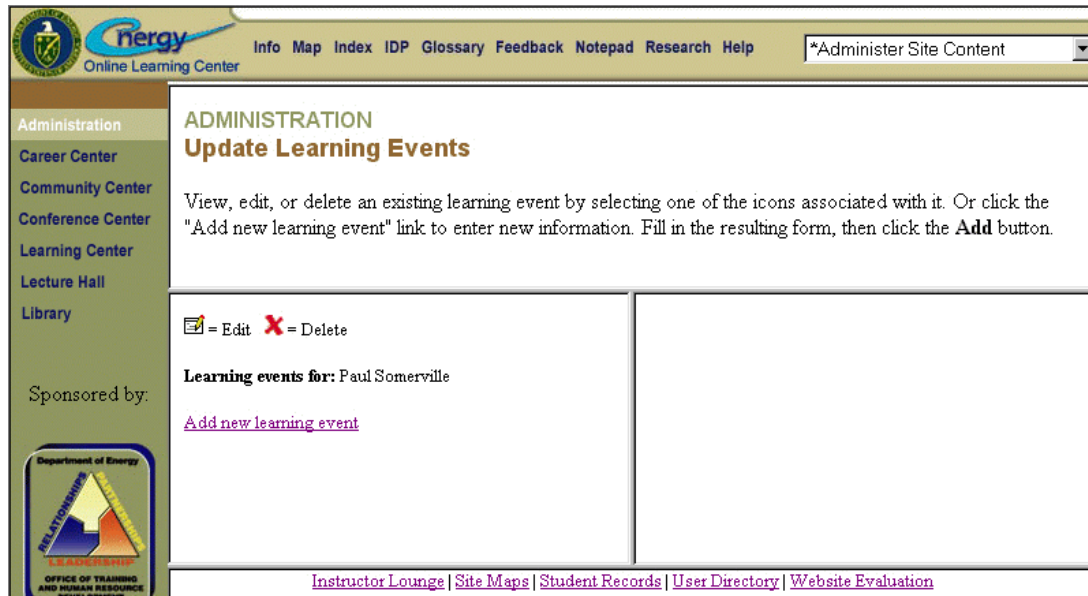
(Figure 3.19)

a. In the Administration building, click on the **Student Records** location in the room, or
on the appropriate **link** under the picture (See figure 3.1).

b. Click on the **Update Learning Events** link (See figure 3.11).

c. To *Review* an existing learning event (See figure 3.19):

    i.   Find the learning event you wish to edit in the lower left frame. (Listed in
    alphabetical order.)

    ii. Click on the **Info** button adjacent to the selected event.

    iii. The learning event information is displayed in the right frame.

d. To *Add* a new learning event (See figure 3.19):

    i.   Click on the **Add new learning event** link.

    ii. Complete the new form that is presented in the right frame.

    iii. Click on the **Add** button.

    iv. The new learning event is added to the list in the left frame.

e. To *Edit* a learning event (See figure 3.19):

    i.   Find the learning event you wish to edit in the lower left frame. (Listed in
    alphabetical order.)

    ii. Click on the **Edit** icon adjacent to the selected event.

    iii. Change information as required.

iv.   Click the **Update** button found at the bottom of the form.

f.   To *Delete* a learning event (See figure 3.19):

    i.   Find the learning event you wish to edit in the lower left frame. (Listed in alphabetical order.)

    ii.   Click on the **Info** button adjacent to the selected event.

    iii.   Verify that this is the event you wish to delete.

    iv.   If correct, click on the **Delete** icon adjacent to the event in the left frame.

    v.   Click **OK** to verify the deletion.

33. Update Profile - Update Profile allows you to update your personal data, including your address, phone number, etc.

(Figure 3.20)

a.   In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

b.   Click on the **Update Profile** link (See figure 3.11).

c.   Modify your user profile information as desired (See figure 3.20).

d.   When complete, click on the **Submit** button.

e.   Click on the **Reset** button to cancel all changes made.

34. User Directory - The User Directory lists site users and instructors that have elected to make their information available to others. It's searchable by partial or full last name.

(Figure 3.21)

   a.   In the Administration building, click on the **User Directory** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

       i.   Enter the name of the person you would like to search for information on in the Last Name textbox found in the upper right corner (See figure 3.21).

       ii.   Select the appropriate radio button, "Users" or "Instructor".

       iii.   Click on the **Display** button.

       iv.   Records matching the search criteria are displayed in the lower left frame.

       v.   Find the desired record, then click on the **Info** button next to the individual's name.

       vi.   Detailed information on the individual is displayed in the right frame.

35. Website Evaluation - Available for user Website evaluation.

(Figure 3.22)

a.   In the Administration building, click on the **Website Evaluation** link under the room picture (See figure 3.1).

    i.   Answer all questions and fill in all appropriate blanks in the evaluation form (See figure 3.22).

    ii.   Click on the **Submit** button.

36. Career Center - The Career Center is the location for employees to access information and tools to assist in career development using tools provided by HR organizations.

(Figure 3.23)

37. Associations & Organizations - Association and Organizations are industry-specific entities. They are listed alphabetically with a description, short history, and link to the web site of each group.
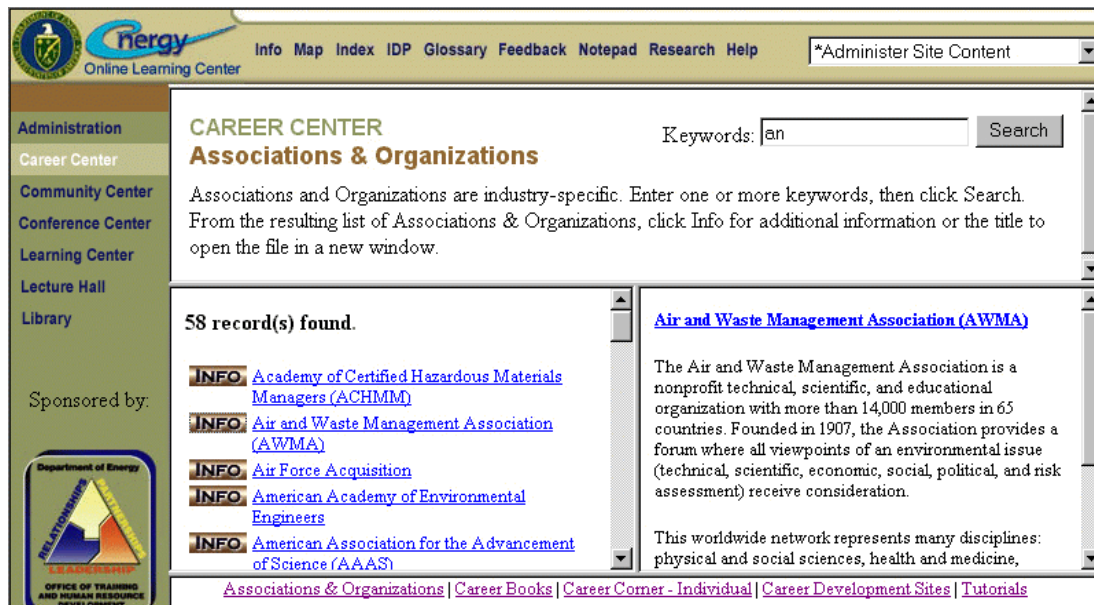
(Figure 3.24)

a.   Click on **Associations & Organizations** hot spot in the Career Center, or on the link below it (See figure 3.23).

b.   In the Keywords text field in the upper right corner, enter a word you would like to search on (See figure 3.24).

c.   Click on the **Search** button.

d.   The results are displayed in the lower right frame.

e.   Click on the **Info** button adjacent to any of the displayed links to view a brief synopsis in the right side frame.

f.   Click on any of the displayed **links** to go directly to the resource itself. A new window is opened for the display of the new information.

38. Career Books - Career books are recommended career - related publications. Books are grouped by category, with title, author, and summary information.
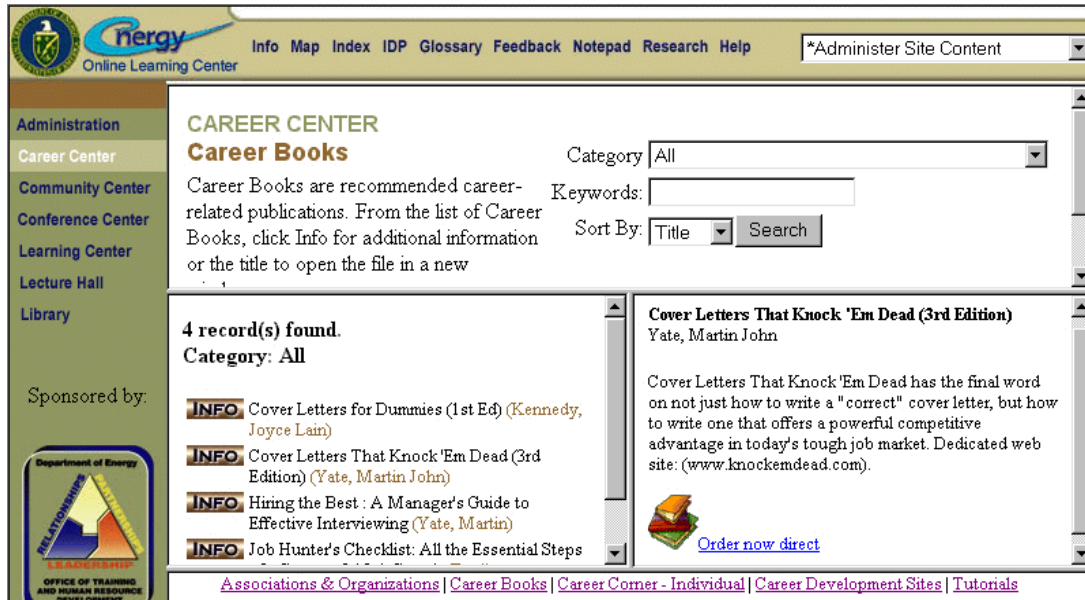
(Figure 3.25)

a. Click on **Career Books** hot spot in the Career Center, or on the link below it (See figure 3.23).

b. Select your desired category from the dropdown menu in the upper right corner (See figure 3.25).

c. Enter any specific words you wish to search for in the Keywords text field.

d. Select the method you would like the results to be sorted by (i.e. Title or Author)

e. Click on the **Search** button.

f. The results are displayed in the lower left frame.

g. To view additional information on any of the displayed titles, click on the **Info** button adjacent to it.

h. The results are displayed in the lower right frame.

i. If you desire to order the book, you will find a **link** at the bottom of the description frame. Clicking on it will open a new window.

j. To order, simply follow the instructions on the book seller's website.

39. Career Corner - Individual - Linked to ALX/FLX. The Career Corner for Individuals allows registered users of the site to post an electronic resume to search and respond to advertised job openings. Job openings may be searched by keyword, salary requirement, job category, and/or location. Resumes can be searched by potential employers. A check box on the resume form indicates whether not a user is actively looking for a new position.

(Figure 3.26)

a.   Click on **Career Corner - Individual** hot spot in the Career Center, or on the link below it (See figure 3.23).

b.   Click on the new **link** presented to view additional information on DOE job postings (See figure 3.26).

c.   A new window is opened and the Department of Energy's job posting website is available for your browsing.

d.   To close this window, click on the **X** in its upper right hand corner.

40. Career Development Sites - The DOE has several Career Development sites.

(Figure 3.27)

a.   Click on **Career Sites** in room or, on the **Career Development Sites** link under it (See figure 3.23).

b.   Select the Career Development Program of your choice from the dropdown menu in the upper right corner (See figure 3.27).

c.   Click on the **radio button** of your choice to select Information, References, BBS, or Chat.

d.   Click on the **Search** button.

41. For Information
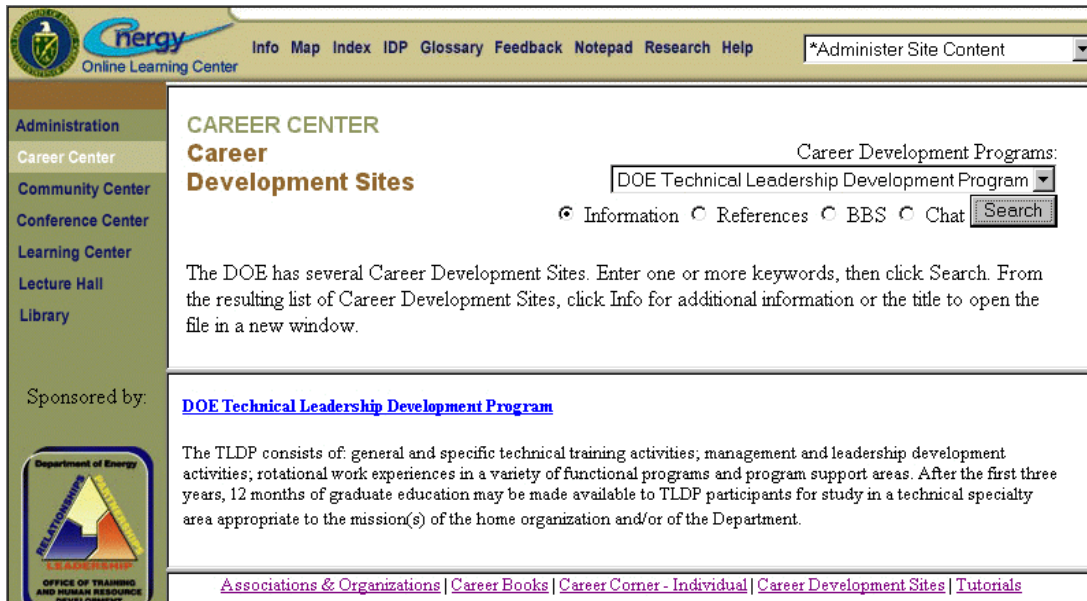
(Figure 3.28)

a. Click on **Career Sites** in room or, on the **Career Development Sites** link under it (See figure 3.23).

b. Select the Career Development Program of your choice from the dropdown menu in the upper right corner (See figure 3.28).

c. Click on the **radio button** of your choice to select Information, References, BBS, or Chat.

d. Click on the **Search** button.

e. Information on the program you selected is presented in the lower frame.

f. For additional information, click on the program **title link** in the lower frame.

g. A new window is opened to display the new information.

h. To close this window, click on the **X** in its upper right hand corner.

42. For References
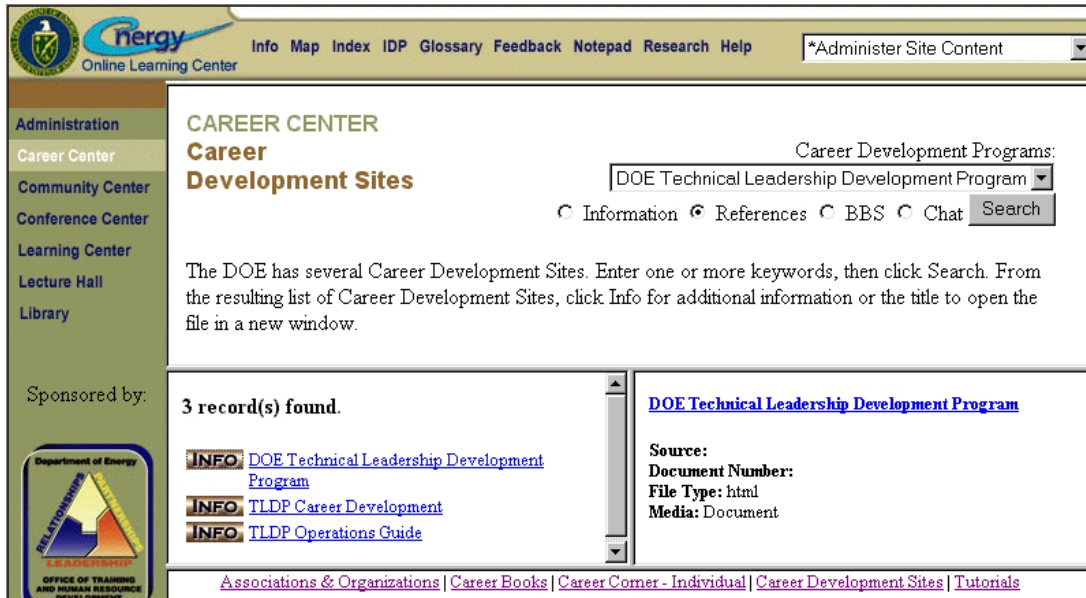
(Figure 3.29)

a. Click on **Career Sites** in room or, on the **Career Development Sites** link under it (See figure 3.23).

b. Select the Career Development Program of your choice from the dropdown menu in the upper right corner (See figure 3.29).

c. Click on the **radio button** of your choice to select Information, References, BBS, or Chat.

d. Click on the **Search** button.

e. The results are displayed in the lower right frame.

f. Click on the **Info** button adjacent to any of the displayed links to view a brief synopsis in the right frame.

g. To view additional information, click on the desired **title link** in either the left or right lower frame. A new window is opened for the display of the new information.

43. For BBS (Threaded Discussions)

(Figure 3.30)

a. Click on **Career Sites** in room or, on the **Career Development Sites** link under it (See figure 3.23).

b. Select the Career Development Program of your choice from the dropdown menu in the upper right corner (See figure 3.30).

c. Click on the **radio button** of your choice to select Information, References, BBS, or Chat, then click on the **Search** button.

d. Select your desired forum form the dropdown menu box in the lower frame.

e. To *Review* any of the presented discussion threads, click on the title.

    i. To *Reply* to any comment in an existing thread:

        (1) Click on the **Reply** icon at the bottom of the original message.

        (2) Type your comment in the provided Message field.

        (3) Click on the **Reply** button to submit your comment. Click **Cancel** to exit the reply form.

f. To *Begin* a new discussion thread:

        (1) Click on the Start a new thread **icon** in the lower frame.

        (2) Input the desired Subject and Message in the appropriate fields.

        (3) Click on the **Post** button to submit your message. Click **Cancel** to exit the new discussion form.

44. For Chat

(Figure 3.31)

a.   Click on **Career Sites** in room or, on the **Career Development Sites** link under it (See figure 3.23).

b.   Select the Career Development Program of your choice from the dropdown menu in the upper right corner (See figure 3.31).

c.   Click on the **radio button** of your choice to select Information, References, BBS, or Chat.

d.   Click on the **Search** button.

e.   Select your desired subject from the lower left frame by click in on the appropriate **link**.
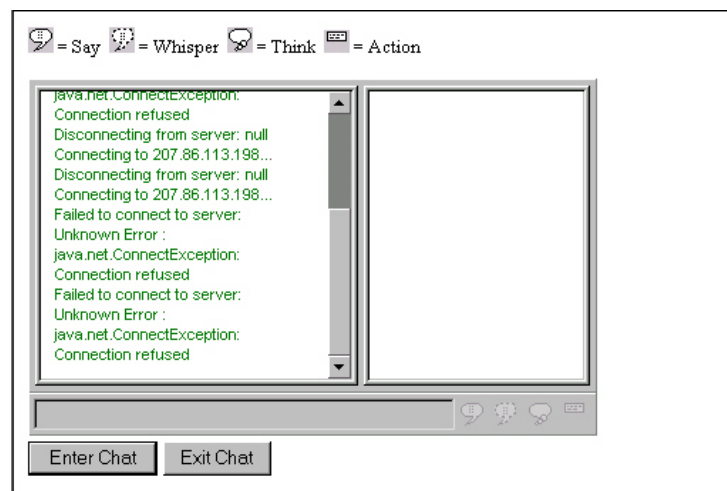
(Figure 3.32)

f.   In the right frame click on the **Enter Chat** button.

      i.   Select a nickname if prompted to do so.

     ii.   Then, click on **OK**.

g.   Read the chat messages in the left half of the chat box (See figure 3.32).

h.   To submit a comment, type it in the bottom box of the chat window and click on one of the following buttons (**Say**, **Whisper**, **Think**, or **Action**), depending on the way you would like to present it.

i.   When finished, click on the **Exit Chat** button.

45. Tutorials - Tutorials are short lessons on professional and office related subjects, covering topics such as career, communication, and software. Unlike courses, they are for information only, and completion of them is not a part of a user's transcript.

(Figure 3.33)

a. Click on **Tutorials** hot spot in the Career Center, or on the link below it (See figure 3.23).

b. The available tutorials are listed in groups (i.e. Communication, Software, etc.) in the lower left frame (See figure 3.33).

c. To review additional information on any of the listed titles, click on the **Info** link adjacent to it.

d. The new information is displayed in the right frame.

e. To access the actual resource, click on the title **link** in either the left or right frame.

46. Washington Area Training Center Information - The Washington Area Training Center Information function allows users to obtain useful information about the Washington Area Training and Employee Development Centers.

(Figure 3.34)

a.   In the Career Center building, click on the **Washington Area Training and Employee Development Centers** text, found on the wall above the bookcase. A new window is opened (See figure 3.34).

b.   Browse information as desired.

c.   To close the window, click on the **X** in the upper right hand corner of it.

47. Community Center - The Community Center provides students a forum to discuss current issues and hot topics. Come here to view a newsletter, or learn about colleagues background and skills.
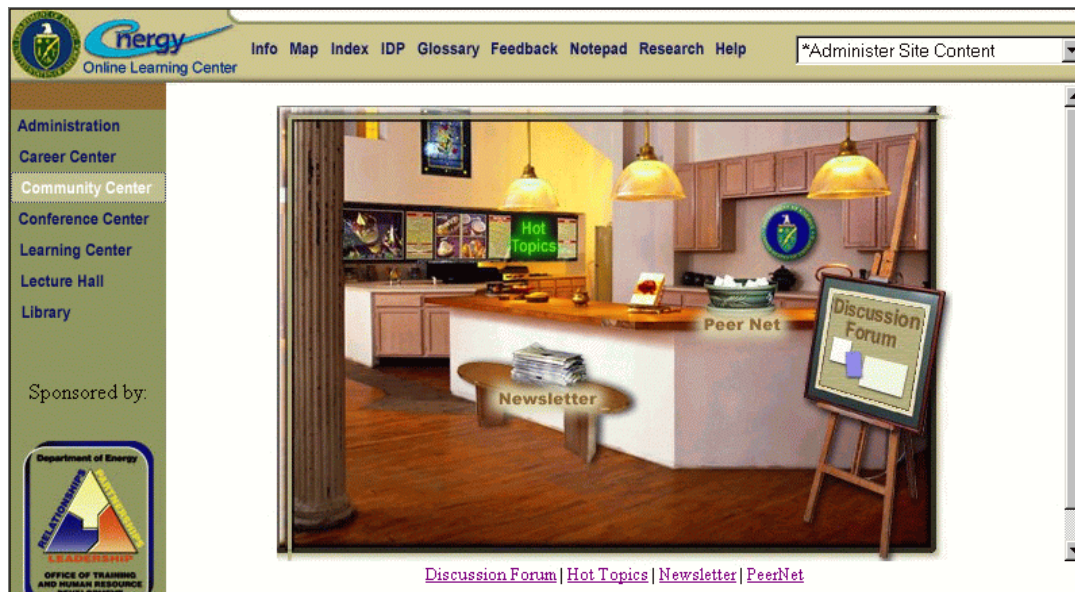
(Figure 3.35)

48. Discussion Forum - This is a threaded discussion - based forum, organized by topic where users post, read, and reply to messages.
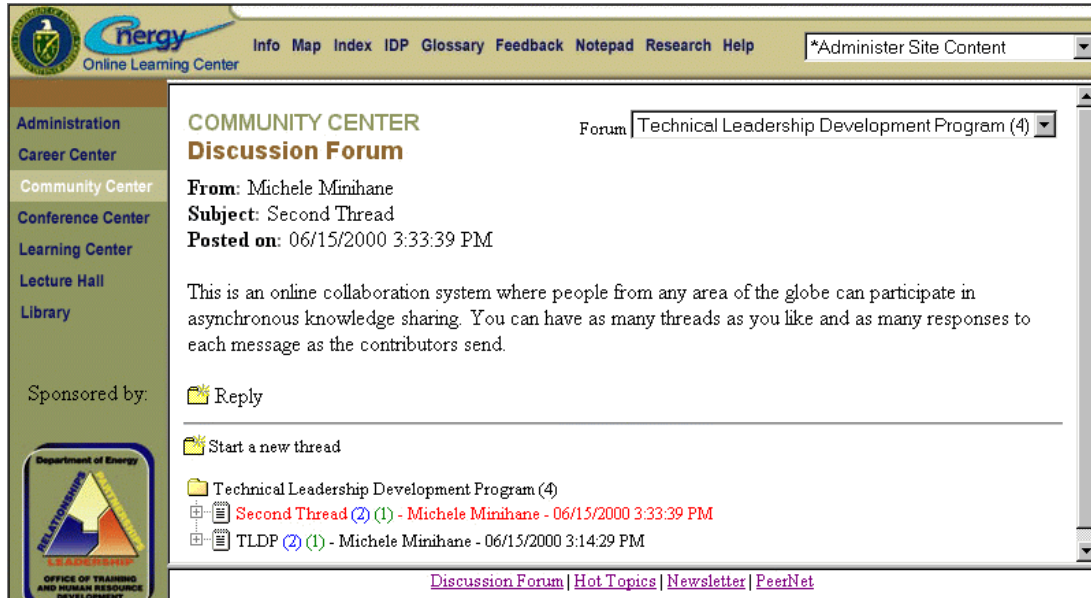
(Figure 3.36)

a. Click on **Discussion Forum** hot spot in the Community Center, or on the link below it (See figure 3.35).

    i. Select your desired forum form the dropdown menu box in the lower frame (See figure 3.36).

    ii. To *Review* any of the presented discussion threads, click on the title.

        (1) To *Reply* to any comment in an existing thread:

            (a) Click on the **Reply** icon at the bottom of the original message.

            (b) Type your comment in the provided Message field.

            (c) Click on the **Reply** button to submit your comment.

            (d) Click **Cancel** to exit the reply form.

    iii. To *Begin* a new discussion thread:

        (1) Click on the Start a new thread **icon** in the lower frame.

        (2) Input the desired Subject and Message in the appropriate fields.

        (3) Click on the **Post** button to submit your message.

        (4) Click **Cancel** to exit the new discussion form.

49. Hot Topics - Hot topic is a running discussion about a single posted topic. New issues are periodically posted, and links to information about the current topic are included at the bottom of the page.
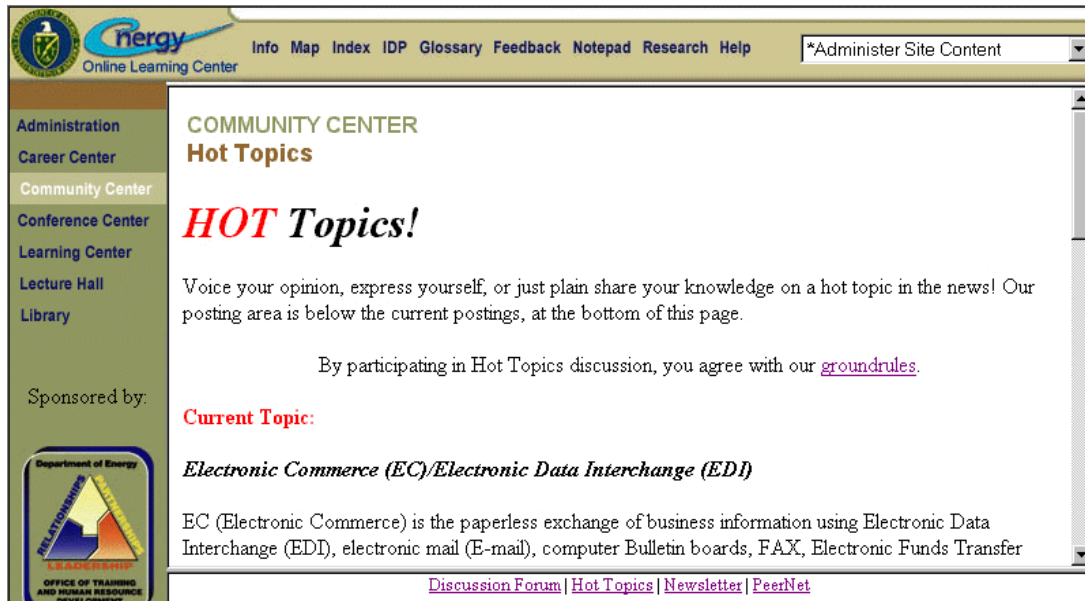
(Figure 3.37)

a. Click on **Hot Topics** hot spot in the Community Center, or on the link below it (See figure 3.35).

   Note: if this is your first time, please select the **ground rules** link and review the guidelines presented (See figure 3.37).

b. Use the scroll bar to review the current hot topic, post a reply to the discussion, or to access other related sites.

   i. To post a message:

      (1) Type your comment in the Message text field (located directly below the current hot topic and any subsequent postings).

      (2) Click on the **Post Message** button.

   ii. To visit a related site, click on the title **link** of any of those listed.

50. Newsletter - The newsletter is a recent publication on DOE events, with a link to search archived versions. The archives can be searched by keywords, and the resulting list includes summary information and a link includes summary information and a link to the archived publication.
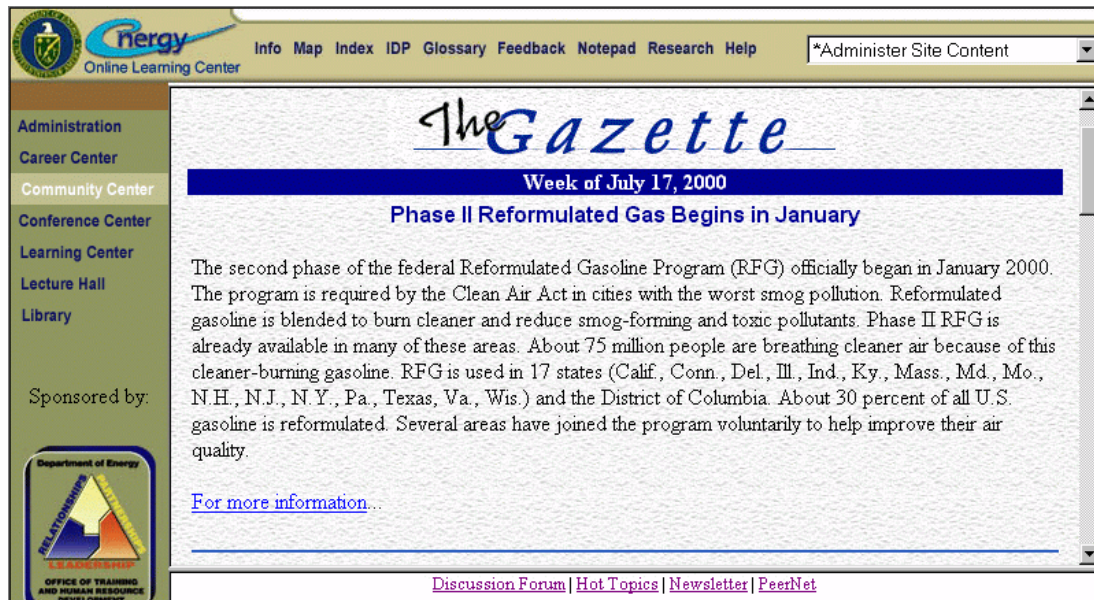
(Figure 3.38)

a. Click on **Newsletter** hot spot in the Community Center, or on the link below it (See figure 3.35).

b. Use the scroll bar to review the newsletter (See figure 3.38).

c. Click on any **links** of interest to view additional information.

d. To return to the main newsletter page:

    i. If in the central display area, click on your web-browser's Back button (usually located in the upper left hand corner of the window).

    ii. If a new window was opened, click on the **X** in the upper right corner of the window to close it.

51. PeerNet - PeerNet is a collection of online "business card," searchable by other users. An individual's card contains contact and professions information, highlighting skills, talents, products, and services. Users activate and update their cards here, and can search for other individuals using a general keyword or expanded search.

(Figure 3.39)

   a.   Click on **PeerNet** hot spot in the Community Center, or on the link below it (See figure 3.35).

   b.   To look for information on other DOE employees:

      i.   Click on the **Search PeerNet** link (See figure 3.39).

      ii.   To perform a simple search:

          (1)   Type a word which you would like to search for in the Keywords text box. (*Note*: Keyword searches scan person's biography information. For name searches, use the expanded search detailed below.)

          (2)   Click on the **View Results** button.

          (3)   Your results will be displayed in the lower left frame.

          (4)   To view additional information on any of presented persons, click on the **Info** button adjacent to the name.

          (5)   New information is presented in the right frame.

          (6)   If you wish to send an e-mail to the individual:

              (a)   Click on the person's **e-mail address**.

              (b)   An new message window is opened. Complete and send the message as you would a standard email.

52. To Perform an Extended Search
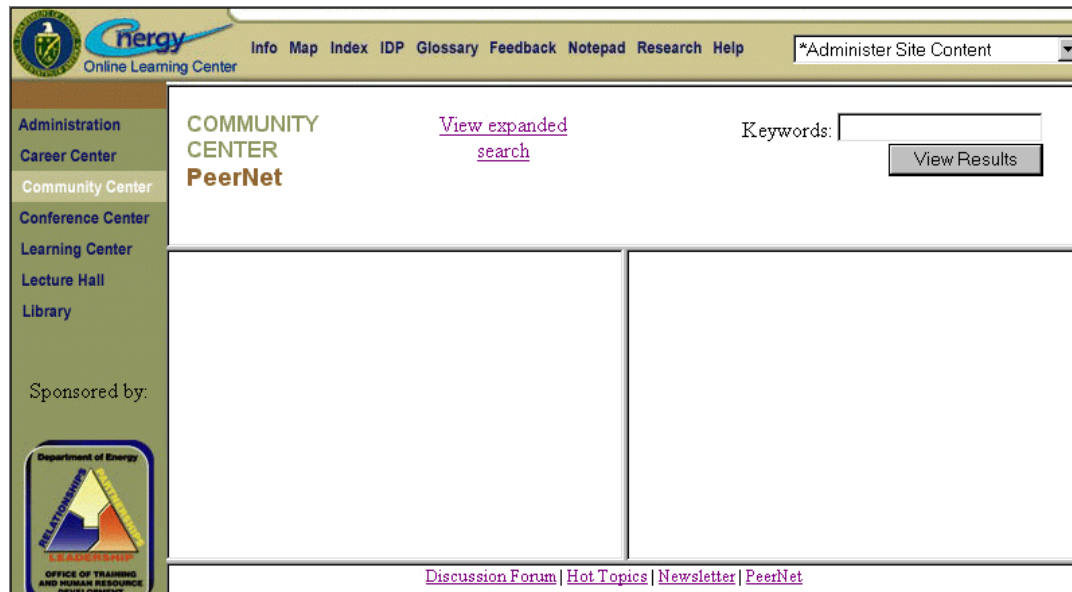
(Figure 3.40)

a. Click on **PeerNet** hot spot in the Community Center, or on the link below it (See figure 3.35).

b. Click on the **Search PeerNet** link (See figure 3.39).

c. Click on the **View expanded search** link at the top of the central display frame (See figure 3.40).

d. Input any criteria you would like to search on in the appropriate fields. (The search engine only searches on *one* criterium at a time.)

e. Click on the **Search** button.

f. Your results will be displayed in the lower left frame.

g. To view additional information on any of presented persons, click on the **Info** button adjacent to the name.

h. New information is presented in the right frame. (Use the scroll bar as required to view all information.)

i. If you wish to send an e-mail to the individual:

   i. Click on the person's **e-mail address**.

   ii. An new message window is opened. Complete and send the message as you would a standard email.

53. To Add or Update Your "Business Card" on the PeerNet System

(Figure 3.41)

a. Click on **PeerNet** hot spot in the Community Center, or on the link below it (See figure 3.35).

b. Complete the form presented. Use the mouse or the tab key to move between text fields (See figure 3.41).

c. Click on the **Submit** button at the bottom of the form.

Note: If you decide not to submit changes made to your form, click on the **Reset Form** button. Your form will be returned to the beginning state.

54. Conference Center - The Conference Center is the location where students can collaborate on work related topics, review and post information, locate experts, and respond to others at their own convenience. No scheduling of collaboration tools is required and they are self-managed. This area may also be used for Best Practices. For example, the exhibit booths may be used to spotlight best practices by creating an information exhibit and links for additional information.
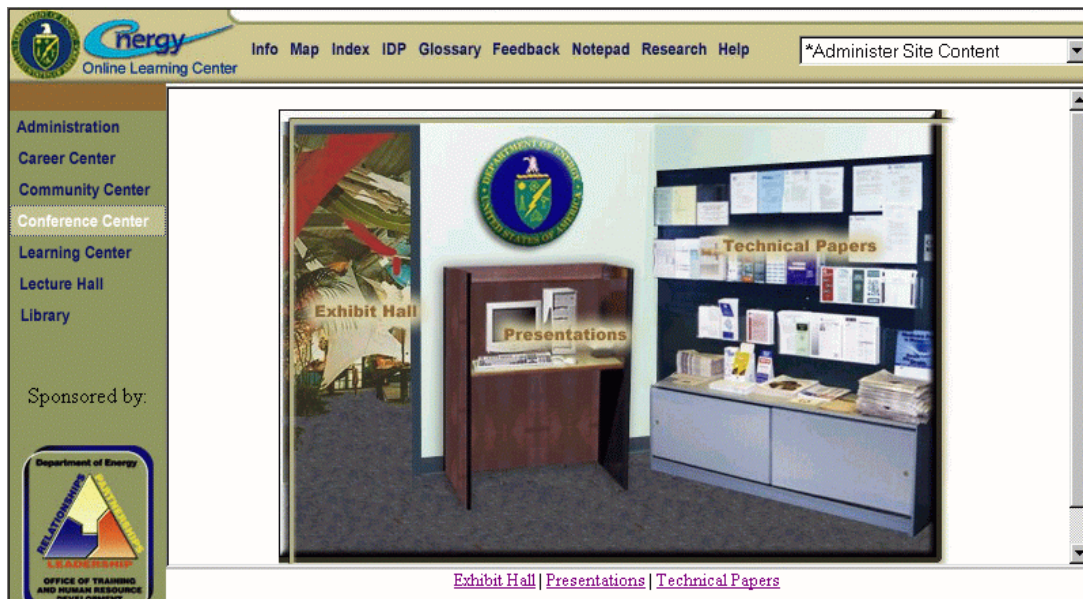
(Figure 3.42)

55. Exhibit Hall - The exhibit hall is a virtual booth of supporting organizations. Clicking a logo on the floor plan accesses the booths. The booth provides organization information as well as a link to the web site and an online form to request additional information.
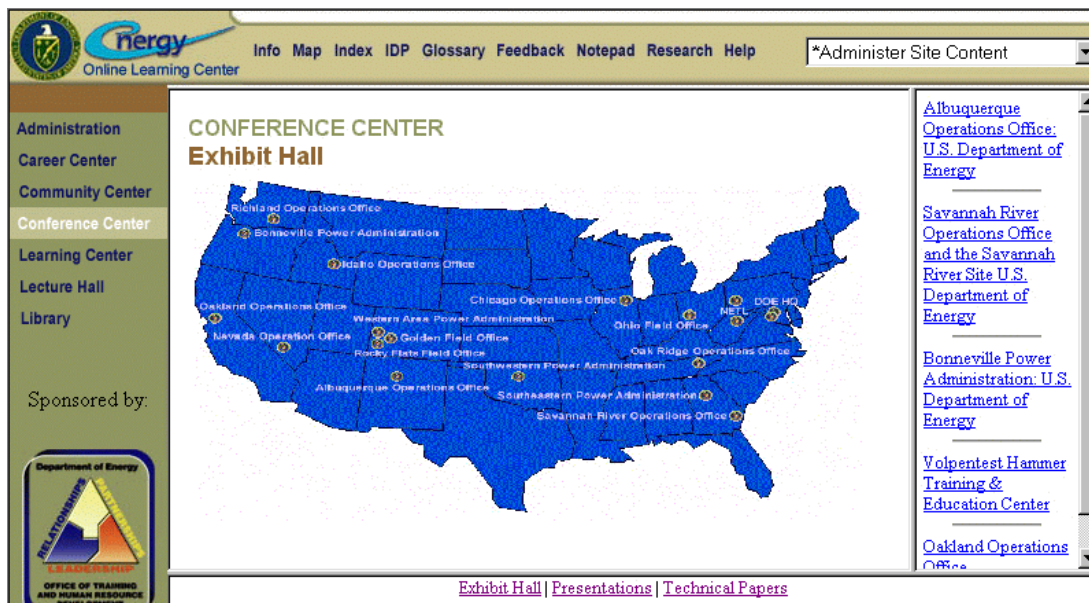
(Figure 3.43)

a.   Click on **Exhibit Hall** hot spot in the Conference Center, or on the link below it (See figure 3.42).

b.   In the right frame, scroll to find the desired DOE office or facility (See figure 3.43).

c.   Click on the **site name**.

d.   A new window is opened with site information.

e.   To access more information click on the **site name** in the new window.

f.   The new information is displayed in the same window.

g.   To close this window, click on the **X** in the upper right hand corner.

56. Presentations - These presentations focus on recent DOE technology and advances. Summary information and a link to start the presentation are provided.

(Figure 3.44)

a. Click on **Presentations** hot spot in the Conference Center, or on the link below it (See figure 3.42).

b. Type a word which you would like to search for in the Keywords text box (See figure 3.44).

   i. Click on the **Search** button.

   ii. Your results will be displayed in the lower left frame.

   iii. To view additional information on any of presented items, click on the **Info** button adjacent to the title.

   iv. New information is presented in the right frame. (Use the scroll bar as required to view all information.)

   v. For more information click on the **title** of the desired presentation in either the left or right frame.

   vi. A new window is opened to display this information.

   vii. Click on the on the **X** in the upper right hand corner to close this window.

57. Technical Papers - Technical papers are industry-related publications, presentations, and articles. Information about this includes author, source, summary, and a link to the document.
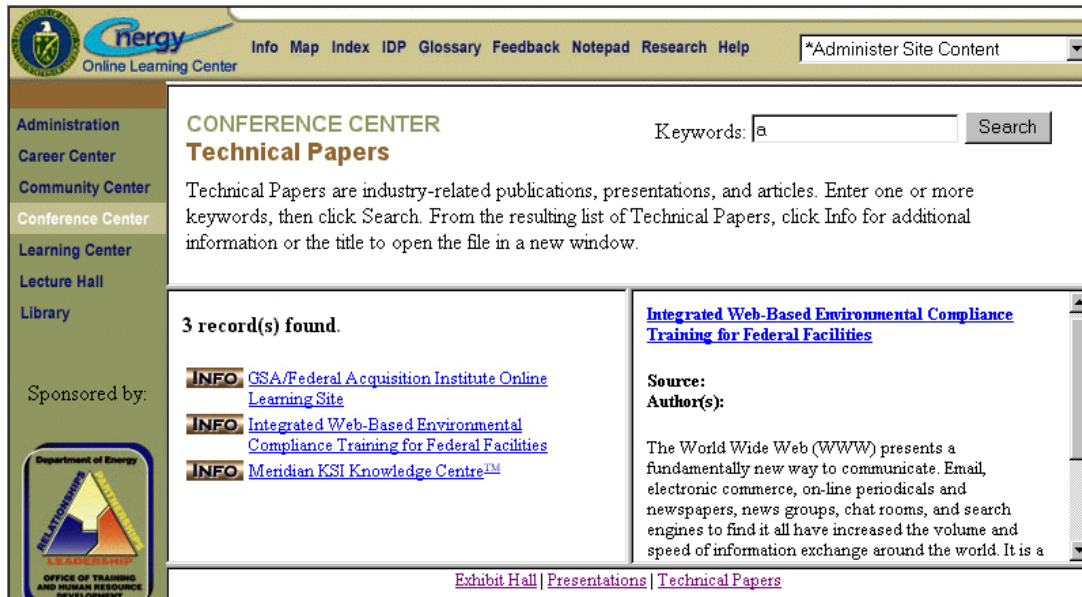
(Figure 3.45)

a. Click on **Technical Papers** hot spot in the Conference Center, or on the link below it (See figure 3.42).

b. Type a word which you would like to search for in the Keywords text box (See figure 3.45).

    i. Click on the **Search** button.

    ii. Your results will be displayed in the lower left frame.

    iii. To view additional information on any of presented items, click on the **Info** button adjacent to the title.

    iv. New information is presented in the right frame. (Use the scroll bar as required to view all information.)

    v. For more information click on the **title** of the desired presentation in either the left or right frame.

    vi. A new window is opened to display this information.

    vii. Click on the on the **X** in the upper right hand corner to close this window.

58. Learning Center - The Learning Center is the location for the following functions:

- Courseware catalogue
- Schedules of pending sessions
- CBT delivery
- Links to an external training provider's courseware site and events
- Student enrollment capabilities
- Training administrator and trainer functions

The Learning Center provides access to courses that are offered to employees, both online and in the classroom setting. Employees have the ability to select the location most convenient to them and electronically enroll or cancel participation.
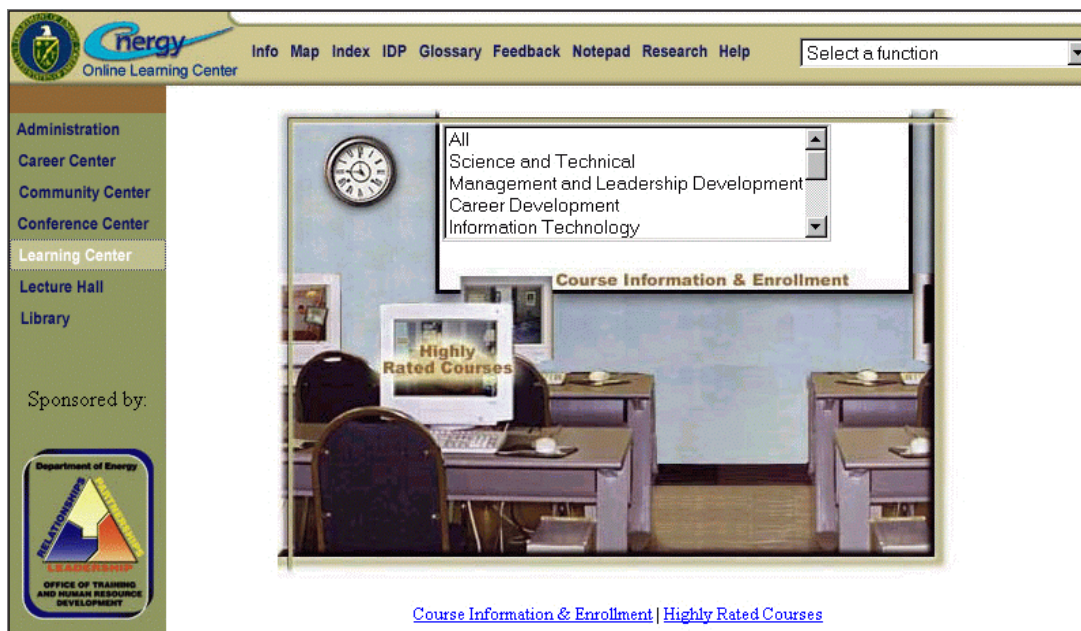
(Figure 3.46)

59. Course Information & Enrollment - Course information and enrollment provides course synopsis information, and access to self-paced courses, grouped into topics and searchable by keywords, course information includes cost, instructor, and course description.

(Figure 3.47)

a.   To *Register* for a course

    i.   To register for a course: Select **Learning Center** from the campus map, or the left toolbar menu (See figure 2.2).

    ii.   Select a **topical area** from the Course Information and Enrollment list provided (See figure 3.46).

    iii.   Click on the **course title** of the desired course (See figure 3.47).

    iv.   Finally, click on the **Take Course** button.

b.   To fill out a *Course Evaluation*

    i.   A the completion of a course, select **Learning Center** from the campus map, or the left toolbar menu (See figure 2.2).

    ii.   Select the correct **topical area** from the Course Information and Enrollment list (See figure 3.46).

    iii.   Click on the **course title** of the completed course (See figure 3.47). (To find the course faster, you may do a Keyword search here also. Simply type in a keyword from the course title in the Keywords box, then click on **Display**.)

    iv.   Finally, click on the **Take Evaluation** button.

    v.   Complete all areas of the evaluation form, then click on the **Submit** button.

60. Highly Rated Courses - Highly Rated Courses is a feature that allows users to view a list of training courses that have ranked highly by other users of the Online Learning Center.

(Figure 3.48)

a. Click on **Highly Rated Courses** hot spot in the Learning Center, or on the link below it (See figure 3.46).

b. From the list of course names displayed in the lower frame, click on the title **link** of the desired course if you would like more information (See figure 3.48).

c. Click on the **Take Course** button if you would like to take the course now.

61. Lecture Hall - The Lecture Hall is the location students can search for audio and video presentations, and engage in collaborative discussions.
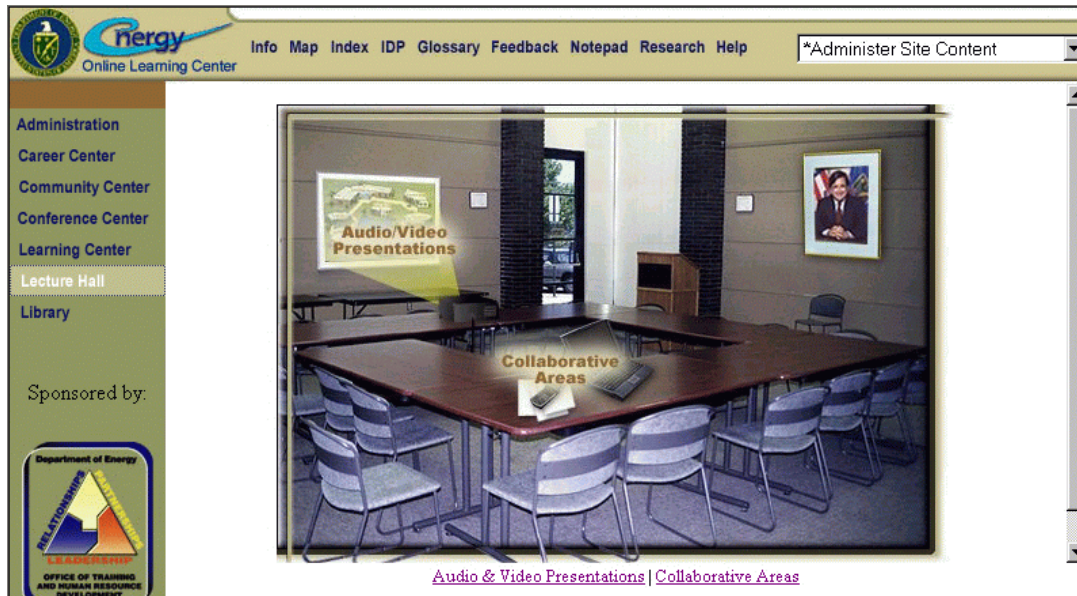
(Figure 3.49)

62. Audio/Video Presentations - Audio and video presentations are archived here. These materials may require a plug-in or special software.
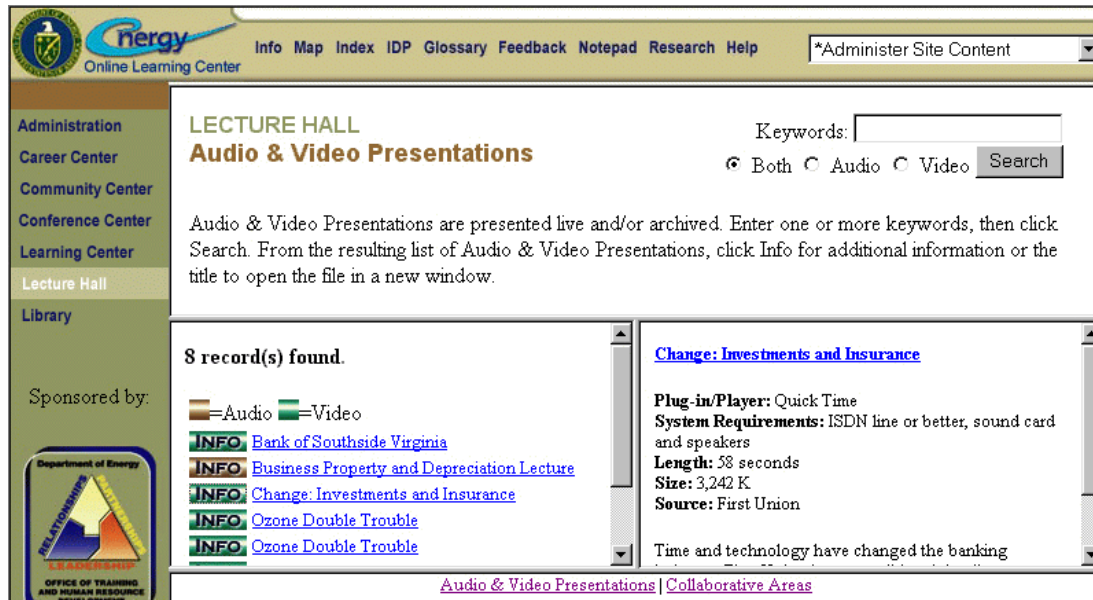
(Figure 3.50)

a.   From the Lecture Hall building, click on **Audio/Video Presentations** in the room, or on the **Audio & Video Presentations** link under it (See figure 3.49).

b.   Enter the word you would like to search for in the Keywords text box in the upper right corner (See figure 3.50).

c.   Select the **radio button** to mark the desired type of presentation you are looking for (i.e. Audio, Video, or Both).

d.   Click on the **Search** button.

e.   Your results will be displayed in the lower left frame.

f.   To view additional information on any of presented items, click on the **Info** button adjacent to the title. (Brown Info buttons denote Audio presentations, Green Info buttons denote Video.)

g.   New information is presented in the right frame. (Use the scroll bar as required to view all information.)

h.   For more information click on the **title** of the desired presentation in either the left or right frame.

i.   A new window is opened to display this information.

j.   Click on the on the **X** in the upper right hand corner to close this window.

63. Collaborative Areas - Collaborative areas provide peer to peer and instructor to student interaction. Through the use of chat rooms, users can communicate with others in real time.
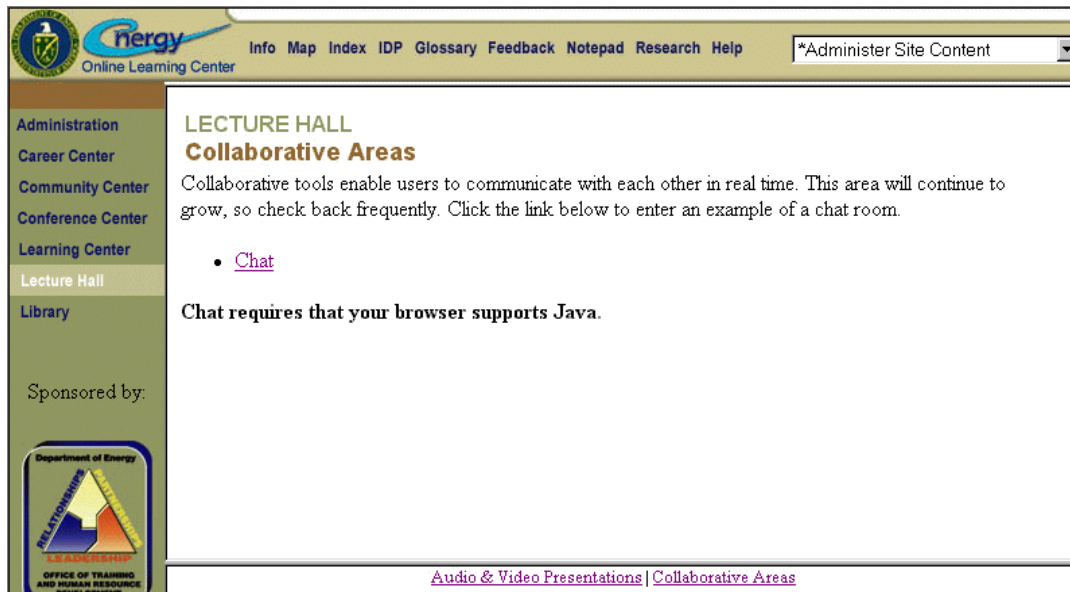
(Figure 3.51)

a.   Click on **Collaborative Areas** hot spot in the Lecture Hall, or on the link below it (See figure 3.49).

b.   Click on the **Chat** link (See figure 3.51).

c.   Select your desired subject from the lower left frame by click in on the appropriate **link**.

d.   In the right frame click on the **Enter Chat** button.

   i.   Select a nickname if prompted to do so.

   ii.   Then, click on **OK**.

e.   Read the chat messages in the left half of the chat box (See figure 3.32).

f.   To submit a comment, type it in the bottom box of the chat window and click on one of the following buttons (**Say**, **Whisper**, **Think**, or **Action**), depending on the way you would like to present it.

g.   When finished, click on the **Exit Chat** button.

64. Library - The library is the location for references, research materials, and links to information and learning resources.
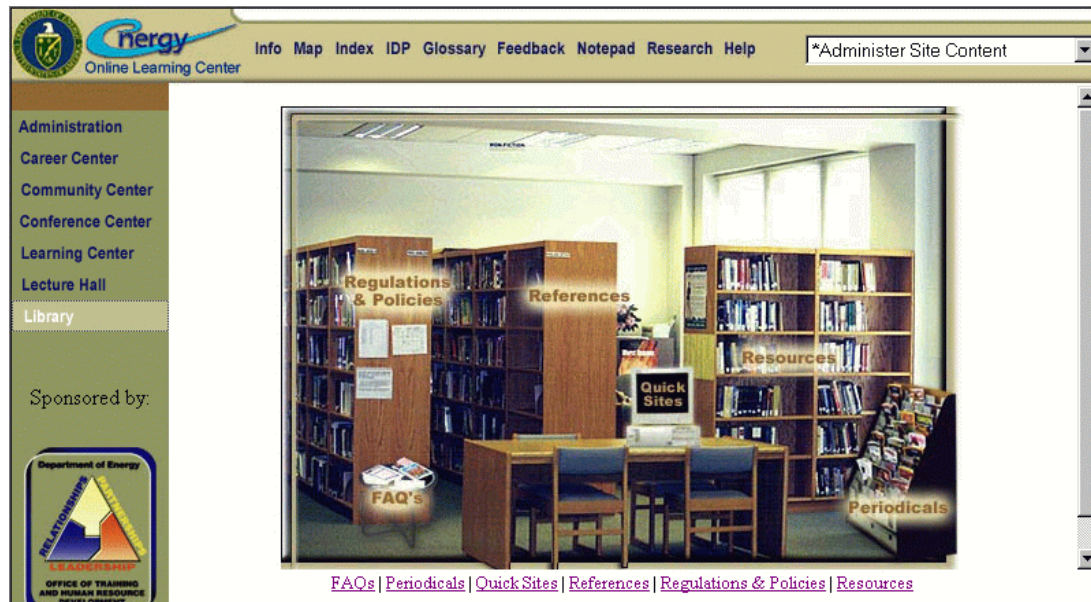
(Figure 3.52)

65. **FAQ's** - FAQ's is a compilation of common DOE issues or specific topics in the form of questions and responses. Questions may have multiple answers from different sources.
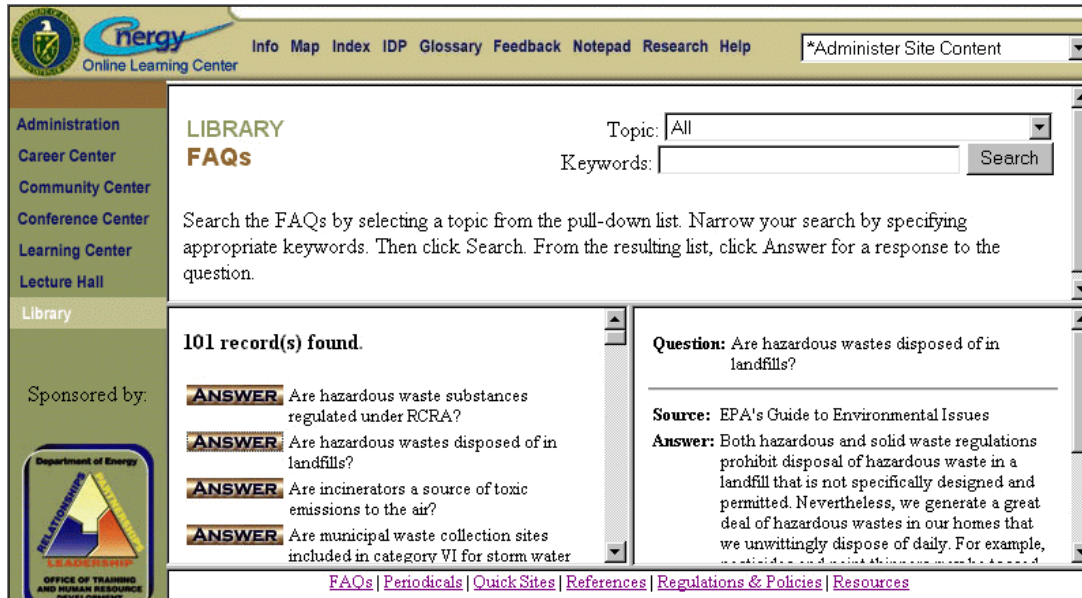
(Figure 3.53)

a. Click on **FAQ's** hot spot in the Library, or on the link below it (See figure 3.52).

   i.   Select the desired topic from the Topic dropdown menu in the upper right hand corner (See figure 3.53).

   ii. Type the word you would like to search for in the Keywords text box.

   iii. Click on the **Search** button.

   iv. The results are displayed in the lower left hand frame.

   v.   To view an individual FAQ click on the **Answer** button adjacent to the desired title.

   vi. The answer is displayed in the right frame. (Scroll as required to view the answer in its entirety.)

66. Periodicals - Periodicals are online magazines, newsletters, and newspapers. Information includes a summary and a link to the site.
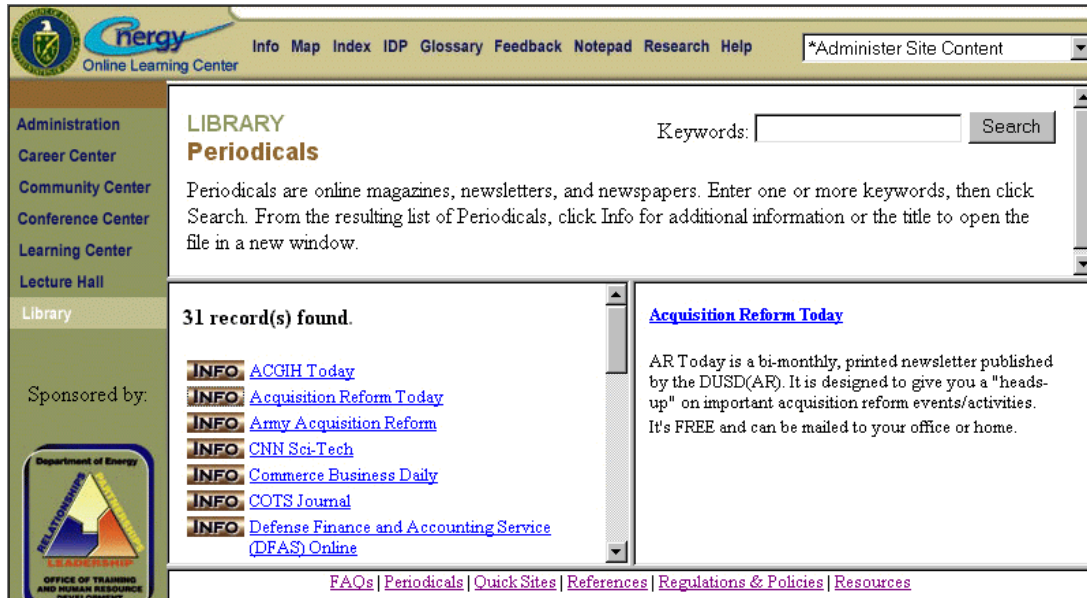
(Figure 3.54)

a. Click on **Periodicals** hot spot in the Library, or on the link below it (See figure 3.52).

    i. Type the word you would like to search for in the Keywords text box (See figure 3.54).

    ii. Click on the **Search** button.

    iii. The results are displayed in the lower left hand frame.

    iv. To view additional information on any of the displayed periodicals, click on the **Info** button adjacent to the title.

    v. For further information on any periodical, click on the title **link** from either the left or right frame.

    vi. A new window is opened to display the new material.

    vii. Click on the on the **X** in the upper right hand corner to close this window.

67. Quick Sites - Quick Sites are shortcuts to key DOE sites. Information includes a summary and a link to the site. There is also a link to submit a critique of any listed site.

(Figure 3.55)

a.   Click on **Quick Sites** hot spot in the Library, or on the link below it (See figure 3.52).

    i.   To *Access* another site (See figure 3.55):

        (1)   Type the word you would like to search for in the Keywords text box.

        (2)   Click on the **Search** button.

        (3)   The results are displayed in the lower left hand frame.

        (4)   To view additional information on any of the displayed titles, click on the **Info** button adjacent to the title.

        (5)   To access any site, click on the title **link** from either the left or right frame.

        (6)   A new window is opened to display the new material.

        (7)   Click on the on the **X** in the upper right hand corner to close this window.

68. To Perform Evaluation on Another Website

(Figure 3.56)

a.   Click on the appropriate **link** in the top frame in the central display area (See figure 3.55).

b.   Complete the evaluation form (See figure 3.56).

c.   Click on the **Submit** button.

69. References - References are DOE and industry - specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.

(Figure 3.57)

a. Click on **References** hot spot in the Library, or on the link below it (See figure 3.52).

    i. Select the desired topic from the Topic dropdown menu in the upper right hand corner (See figure 3.57).

    ii. Type the word you would like to search for in the Keywords text box.

    iii. Click on the **Search** button.

    iv. The results are displayed in the lower left hand frame.

    v. To view an individual reference click on the **Info** button adjacent to the desired title.

    vi. The information is displayed in the right frame.

    vii. For further information on any title, click on the title **link** from either the left or right frame.

    viii. A new window is opened to display the new material.

    ix. Click on the on the **X** in the upper right hand corner to close this window.

70. Regulations & Policies - Regulations and Policies are industry-specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.

(Figure 3.58)

a. Click on **Regulations & Policies** hot spot in the Library, or on the link below it (See figure 3.52).

    i. Type the word you would like to search for in the Keywords text box (See figure 3.58).

    ii. Click on the **Search** button.

    iii. The results are displayed in the lower left hand frame.

    iv. To view an individual regulation or policy click on the **Info** button adjacent to the desired title.

    v. The information is displayed in the right frame.

    vi. For further information on any title, click on the title **link** from either the left or right frame.

    vii. A new window is opened to display the new material.

    viii. Click on the on the **X** in the upper right hand corner to close this window.

71. Resources - Resources are pre-selected sources for online research. Grouped into categories (Associations, Government, Education, and Industry), they are listed with a summary and a link to the site.

(Figure 3.59)

a.   Click on **Resources** hot spot in the Library, or on the link below it (See figure 3.52).

  i.   Type the word you would like to search for in the Keywords text box in the upper right hand corner (See figure 3.59).

  ii.   Select the desired Category from the dropdown menu.

  iii.   Click on the **Search** button.

  iv.   The results are displayed in the lower left hand frame.

  v.   To view an individual resource click on the **Info** button adjacent to the desired title.

  vi.   The information is displayed in the right frame.

  vii.   For further information on any title, click on the title **link** from either the left or right frame.

  viii.   A new window is opened to display the new material.

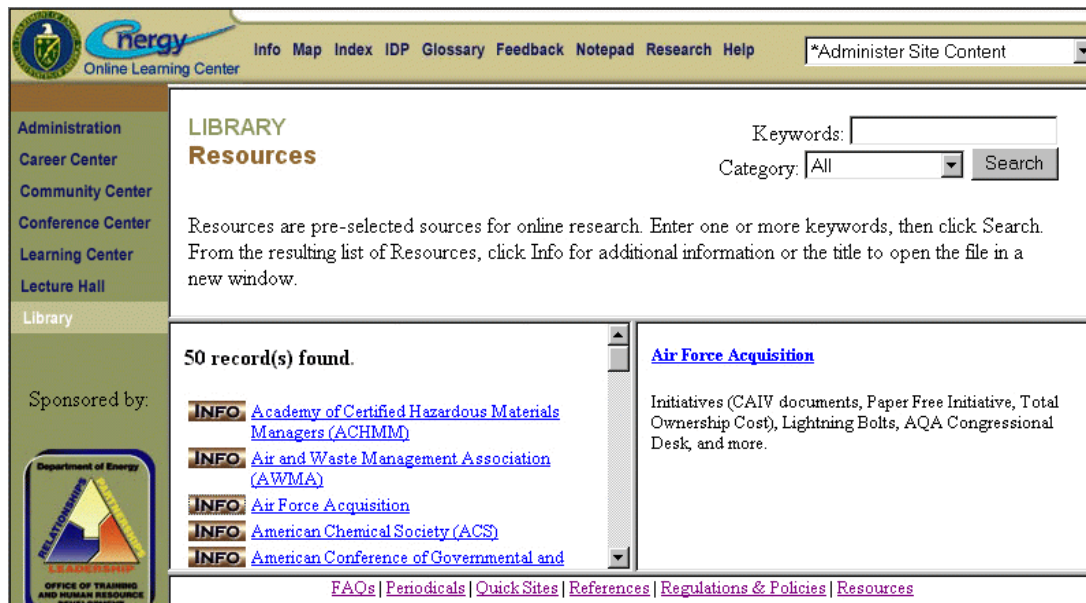 ix.   Click on the on the **X** in the upper right hand corner to close this window.

72. Minimum System Requirements

- < 486/66 (Pentium processor or higher recommended)
- < Windows 3.1x, Windows 95, or Windows NT 3.51 or higher
- < 8 MB RAM (16 MB recommended)
- < 640 x 480, 256 color display (higher resolution and color depth recommended)
- < TCP/IP access via 28.8 modem or LAN access to the Internet
- < Netscape 3.0 or Internet Explorer 3.0 or higher

73. Basic Terminology Used In This Guide

- < **Button**: An area on the computer screen that allows a mouse click to activate a given action which is usually labeled on the face of the button.
- < **Click on**: To move the on-screen mouse cursor over the object to be "clicked" and press the left button of the mouse.
- < **Dropdown menu**: A menu containing options from which a user may make a selection.
- < **Form**: A series of text boxes and/or fields, check boxes, or radio buttons which allow for user input a series of related data.
- < **Frame**: The sectioning of a web-browser screen to allow for the changing of contents of any frame with out disturbing the contents of others being displayed at the same time.
- < **Hot Spot**: A determined position on a screen that allows a mouse click to initiate an action, much like a button, but is usually in the form of a picture or some section of it.
- < **Link, Hyperlink**: A unit of text, usually denoted by a different color font than that around it, and an underline, which allows a mouse click to initiate the navigation to a new location on a website, or in a document.
- < **Mouse cursor**: The on-screen representation of the location of the mouse as it moves in the virtual world of the computer. This is usually seen as an arrow or pointing device of some sort.
- < **Radio Button**: A type of input device to denote a selection. The main characteristic of a radio button is that only one in a defined set may be selected at any given time.
- < **Text box or Text field**: An area of a web page, represented by a box, which allows a user to give input in the form of text.
- < **Toolbar**: A place on the computer screen in a software package or web page which is designated to be a main location for buttons allowing interaction functions.
- < **URL**: Also known as the "address" of a web page or resource. This is the information that is to be typed into the address or location text field of a web-browser to navigate to the specified location.

<   **Web-browser**: A software program created to allow a user to accept and display web pages written in HTML, the primary language for the formatting of web-based materials.

<   **Website or Site**: A virtual location housing one or many web pages.

<   **Window**: An instance of a software package displaying on the computer screen.